

# **C.F.S.T.E.S.**

## **POLICIES AND PROCEDURES**



Published by

**CALIFORNIA STATE FIRE MARSHAL  
CALIFORNIA FIRE SERVICE TRAINING and EDUCATION SYSTEM  
7171 BOWLING DRIVE, SUITE 600  
SACRAMENTO, CA. 95823**

**C.F.S.T.E.S.  
POLICIES  
AND  
PROCEDURES  
MANUAL**

california state fire marshal  
training division

revised 7/90

## INTRODUCTION

As fire service professionals, we all understand the need for standardized - yet contemporary - policies, procedures and guidelines; and we at the California State Fire Marshal's Office recognize the concern of the California Fire Service for standardization of the California Fire Service Training and Education System (CFSTES). This document is intended to provide that standardization.

Many changes have occurred in our operational procedures since the first CFSTES Policies and Procedures Manual was issued in 1985. In many instances these have necessitated revision of existing policies and the development of new ones. In all cases, major policy changes have been reviewed and approved by the State Board of Fire Services prior to implementation.

In contrast to the 1985 edition, you will find a major update in this document's structure and format. Certification program overviews and guidelines have now been standardized for each certification level; and, for ease of use, each paragraph is now identified with a reference number.

As with any document published by this office, we have attempted to include all the information that you, the user, might find useful. If, however, you do not find the information you need, please contact us by writing or calling.

California State Fire Marshal  
Training Division  
7171 Bowling Drive, Suite 600  
Sacramento, CA 95823  
(916) 427-4204

Thank you for your continued support of our efforts to provide the training and education framework to assist you in achieving your professional development goals.

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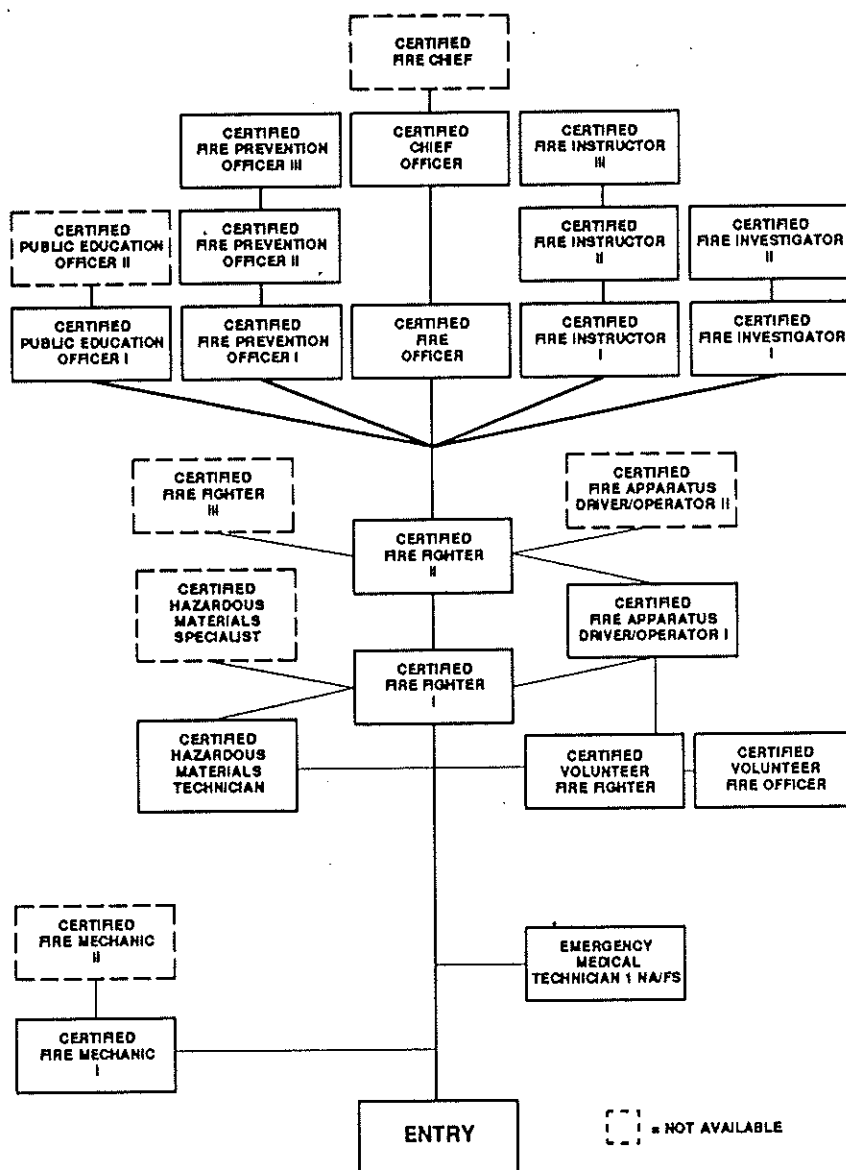
### EXPLANATION OF CERTIFICATION CHART

This chart identifies all the positions which comprise the certification system for the California Fire Service... the professional development "paths" to achieving advancement within the fire service profession.

The term "certification" is used to recognize an individual for having met approved professional standards by meeting certification prerequisites, experience requirements, completing a specific accredited course of study, and passing appropriate certification examinations.

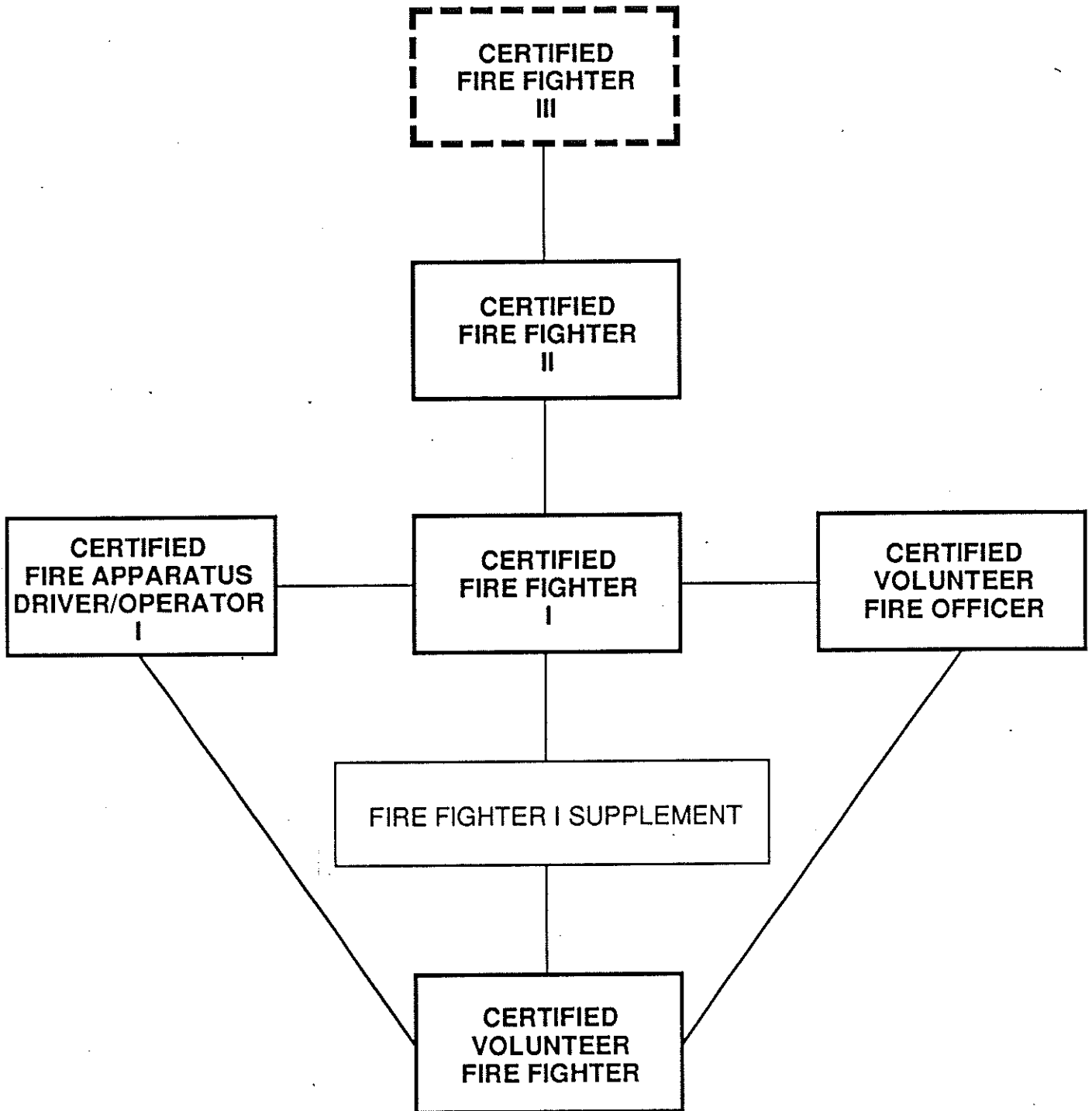
Specific details for each level of certification, including experience requirements, are provided on the succeeding pages.

This is a dynamic system which has evolved over many years, and is the result of input from individuals and organizations within the California Fire Service.



REV. 9/89

# FIRE FIGHTER



**VOLUNTEER FIRE FIGHTER****(a) PROGRAM OVERVIEW**

Volunteer Fire Fighter certification identifies the minimum tasks necessary to assure safety on the fire ground. It is a level of certification that recognizes the contributions and efforts of those who volunteer their time and energy to provide fire protection for their community.

**(1) PURPOSE AND GOALS**

- (A) To set minimum performance standards for Volunteer Fire Fighters.
- (B) To identify the tasks a candidate must perform to obtain certification as a Volunteer Fire Fighter.
- (C) To establish a standard curriculum of basic courses for California fire service volunteer fire fighter training programs.
- (D) To provide the means for maintaining a record of training accomplishments.
- (E) To have all fire fighters in California become certified to an appropriate level.

**(2) TRAINING GUIDES AND RESOURCES**

- (A) A Volunteer Fire Fighter Career Development Guide providing an analysis of each task contained in the Volunteer Fire Fighter Program. This guide lists a performance standard for each task identified and an applicable reference source.
- (B) A Volunteer Fire Fighter Training Record.
- (C) Essentials of Fire Fighting as published by IFSTA is a recommended study guide.



## VOLUNTEER FIRE FIGHTER

## (b) CERTIFICATION GUIDELINES

## TO BECOME CERTIFIED:

(1) INSTRUCTION

- (A) Participants shall, through an Approved Instructor, complete the training as specified in the Volunteer Fire Fighter Instructor Guide.
- (B) See Section 21.00 for requirements on Approved Instructors.
- (C) This training is verified on the Volunteer Fire Fighter Training Record by the Approved Instructor.

*This record should be kept on file in the department and should not be submitted to CFSTES.*

(2) PREREQUISITE

- (A) None

(3) EXPERIENCE

- (A) Have completed a minimum of 6 months experience as a volunteer fire fighter in a California fire department.

(4) APPLICATION

After training is completed and the experience requirement has been met, the following must be submitted to CFSTES:

- (A) A Volunteer Fire Fighter Application for Certification card.  
This application card MUST be signed by the Fire Chief.
- (B) The certification fee.

## VOLUNTEER FIRE FIGHTER TO FIRE FIGHTER I SUPPLEMENT

## (a) PROGRAM OVERVIEW

Certified Volunteer Fire Fighters may become Fire Fighter I certified by completing supplemental training. The Volunteer Fire Fighter Supplement Program identifies the additional training necessary to complete the requirements for Certified Fire Fighter I.

(1) PURPOSE AND GOALS

- (A) To set minimum performance standards for Fire Fighter I.
- (B) To identify the tasks a candidate must perform to obtain certification as a Fire Fighter I.
- (C) To establish a standard curriculum of basic courses for California fire service volunteer fire fighter training programs.
- (D) To provide the means for maintaining a record of training accomplishments.
- (E) To correlate SBFS certification standards with national certification program standards.

Certification in California exceeds the requirements as identified in the National Professional Qualifications Board Standards.

- (F) To have all fire fighters in California become certified to an appropriate level.

(2) TRAINING GUIDES AND RESOURCES

- (A) A Fire Fighter I Career Development Guide providing an analysis of each task contained in the Fire Fighter I Program. This guide lists a performance standard for each task identified and an applicable reference source.
- (B) A Fire Fighter I Instructor Guide providing the instructor with lesson plans and objectives for all tasks included in the Fire Fighter I curriculum.
- (C) A Volunteer Fire Fighter supplemental task list that identifies the additional tasks needed to complete Fire Fighter I certification.
- (D) Essentials of Fire Fighting as published by IFSTA is a recommended study guide.

## (b) CERTIFICATION GUIDELINES

## TO BECOME CERTIFIED:

(1) INSTRUCTION

- (A) Participants shall, through an Approved Instructor, complete the training as specified in the Fire Fighter I Instructor Guide.
- (B) See Section 21.00 for requirements on Approved Instructors.
- (C) This training is verified on the Volunteer Fire Fighter Supplemental Training Record by the Approved Instructor.

*This record should be kept on file in the department and should not be submitted to CFSTES.*

(2) PREREQUISITE

- (A) Certified Volunteer Fire Fighter.

(3) EXPERIENCE

- (A) Have completed an additional 6 months experience as either a volunteer fire fighter or full-time, paid fire fighter in a California fire department.

(4) APPLICATION

After training is completed and the experience requirement has been met, the following must be submitted to CFSTES:

- (A) A Fire Fighter I Application for Certification card.  
  
This application card MUST be signed by the Fire Chief.
- (B) The certification fee.

## (a) PROGRAM OVERVIEW

Fire Fighter I certification identifies the skills and knowledge necessary for the entry-level fire fighter. It is the level of certification that allows entry into all tracks of the certification system.

(1) PURPOSE AND GOALS

- (A) To set minimum performance standards for Fire Fighter I.
- (B) To identify the tasks a candidate must perform to obtain certification as a Fire Fighter I.
- (C) To establish a standard curriculum of basic courses for California Recruit Fire Academies and in-service training programs.
- (D) To provide the means for maintaining a record of training accomplishments.
- (E) To correlate SBFS certification standards with national certification program standards.

Certification in California exceeds the requirements as identified in the National Professional Qualifications Board Standards.

- (F) To have all fire fighters in California become certified to an appropriate level.

(2) TRAINING GUIDES AND RESOURCES

- (A) A Fire Fighter I Career Development Guide providing an analysis of each task contained in the Fire Fighter I Program. This guide lists a performance standard for each task identified and an applicable reference source.
- (B) A Fire Fighter I Instructor Guide providing the instructor with lesson plans and objectives for all tasks included in the Fire Fighter I curriculum.
- (C) A Fire Fighter I Training Record.
- (D) Essentials of Fire Fighting as published by IFSTA is a recommended study guide.

## (b) CERTIFICATION GUIDELINES

## TO BECOME CERTIFIED:

(1) INSTRUCTION

- (A) Participants shall, through an Approved Instructor, complete the training as specified in the Fire Fighter I Instructor Guide.
- (B) See Section 21.00 for requirements on Approved Instructors.
- (C) This training is verified on the Fire Fighter I Training Record by the Approved Instructor.

*This record should be kept on file in the department and should not be submitted to CFSTES.*

(2) PREREQUISITE

- (A) None

(3) EXPERIENCE

- (A) Have completed a minimum of 6 months experience as a full-time, paid fire fighter in a California fire department.
- or -
- (B) Have completed a minimum of 12 months experience as a volunteer fire fighter in a California fire department.

(4) APPLICATION

After training is completed and the experience requirement has been met, the following must be submitted to CFSTES:

- (A) A Fire Fighter I Application for Certification card.  
  
This application card MUST be signed by the Fire Chief.
- (B) The certification fee.

## FIRE FIGHTER I GRANDFATHERING

## (a) CERTIFICATION GUIDELINES

Fire Fighter I Grandfathering is a process established to allow a Fire Chief to enroll all members of the department in the Fire Fighter I certification program. It is the intent of this program that all personnel be certified as Fire Fighter I once the department commits to become a Participating Department.

## TO BECOME CERTIFIED:

- (1) Grandfathering is available to Participating Departments only.

A Participating Department is one which has formally committed to achieve and maintain State Board of Fire Services minimum performance standards at the Fire Fighter I level for all personnel hired after the effective date of the resolution.

- (2) A department must submit a resolution from the governing body stating its intention that all new personnel will be trained to meet the State Board of Fire Services' minimum performance standards. Copy of a model resolution is on the following page.

- (3) Application for Fire Fighter I certification for currently employed personnel must be made within one year from the effective date of the resolution.

(4) APPLICATION

The department must submit to CFSTES:

- (A) A copy of their resolution as adopted by the governing body.
- (B) A letter listing the names of all individuals to be grandfathered.
- (C) A Fire Fighter I Application for Certification card for each individual to be grandfathered.

This application card MUST be signed by the Fire Chief.

- (D) The certification fee for each individual.

FIRE FIGHTER I GRANDFATHERING

(b) SAMPLE RESOLUTION

RESOLUTION NO.

(Submit on governing body stationary or other official form)

WHEREAS the (City - District - County) of \_\_\_\_\_, California desires to participate in the State Board of Fire Services, California State Fire Marshal, certification program for the California Fire Service; and

WHEREAS the (City - District - County) of \_\_\_\_\_, California desires its fire department to be identified as a "Participating Department" under guidelines adopted by the State Board of Fire Services, California State Fire Marshal; now

THEREFORE, BE IT RESOLVED that the (City - District - County) of \_\_\_\_\_, California, shall be eligible for Fire Fighter I certification for presently employed personnel for one (1) year from the effective date of this resolution.

BE IT FURTHER RESOLVED that all fire fighters newly employed by the (City - District - County) of \_\_\_\_\_, California, after the effective date of this resolution, shall attain Fire Fighter I certification under said program within one (1) year of the date of initial employment.

## APPROVED CFSTES FIRE FIGHTER I RECRUIT ACADEMY

- (a) An Approved CFSTES Fire Fighter I Recruit Academy is a Community College, Fire Department, or educational organization which delivers the Fire Fighter I program according to the following criteria:
- (1) To conduct a Fire Fighter I Recruit Academy at least once a year.
  - (2) To submit in writing to CFSTES that the SBFS Approved Fire Fighter I curriculum will be used.
  - (3) To submit in writing to CFSTES what is being taught in addition to the minimum requirements established in the Fire Fighter I Instructor Guide.
  - (4) To submit in writing to CFSTES any changes made to the Fire Fighter I curriculum.
- (b) Those entities wishing to be designated an Approved Fire Fighter I Recruit Academy must submit in writing to CFSTES their agreement to meet the required criteria as a condition of their approval.
- (c) CFSTES will provide written verification to the applying entity that they are an Approved Fire Fighter I Recruit Academy. A certificate will also be provided to those entities meeting the Approved Fire Fighter I Recruit Academy criteria stating:

## \*APPROVED SBFS FIRE FIGHTER I RECRUIT ACADEMY\*

- (d) Any changes to the Fire Fighter I curriculum by the delivering entity will require resubmission of the criteria for approval for review and reissuance of an Approved Fire Fighter I Recruit Academy certificate.
- (e) The use of the wording "Approved SBFS Fire Fighter I Recruit Academy" is not authorized for use on the applying entities graduation certificate.



## MILITARY FIRE FIGHTERS

- (a) The authority to set standards for and certify fire service personnel extends only to employed or volunteer personnel in California. A military fire fighter is eligible to become certified only after he/she serves in a fire department in California. Certification requirements are the same for military and nonmilitary fire service employees.

Six months experience in California is required to receive Fire Fighter I certification.

## TO BECOME CERTIFIED:

(1) INSTRUCTION

- (A) Participants shall, through an Approved Instructor, complete the training as specified in the Fire Fighter I Instructor Guide.
- (B) See Section 21.00 for requirements on Approved Instructors.
- (C) This training is verified on the Fire Fighter I Training Record by the Approved Instructor.

*This record should be kept on file in the department and should not be submitted to CFSTES.*

(2) PREREQUISITE

- (A) None

(3) EXPERIENCE

- (A) Have completed a minimum of 6 months experience as a full-time, paid fire fighter in a California fire department.

- or -

- (B) Have completed a minimum of 12 months experience as a volunteer fire fighter in a California fire department.

(4) APPLICATION

After training is completed and the experience requirement has been met, the following must be submitted to CFSTES:

- (A) A Fire Fighter I Application for Certification card.

This application card MUST be signed by the Fire Chief.

- (B) The certification fee.

## OUT-OF-STATE FIRE FIGHTERS

- (a) The authority to set standards for, and certify fire service personnel, extends only to employed or volunteer personnel in California. A fire fighter from another state is eligible to become certified only after he/she serves in a fire department in California.

At this time, the State Board of Fire Services does not accept certification from any other state as being equivalent to certification in California.

## TO BECOME CERTIFIED:

(1) INSTRUCTION

- (A) Participants shall, through an Approved Instructor, complete the training as specified in the Fire Fighter I Instructor Guide.
- (B) See Section 21.00 for requirements on Approved Instructors.
- (C) This training is verified on the Fire Fighter I Training Record by the Approved Instructor.

*This record should be kept on file in the department and should not be submitted to CFSTES.*

(2) PREREQUISITE

- (A) None

(3) EXPERIENCE

- (A) Have completed a minimum of 6 months experience as a full-time, paid fire fighter in a California fire department.

- or -

- (B) Have completed a minimum of 12 months experience as a volunteer fire fighter in a California fire department.

(4) APPLICATION

After training is completed and the experience requirement has been met, the following must be submitted to CFSTES:

- (A) A Fire Fighter I Application for Certification card.

This application card MUST be signed by the Fire Chief.

- (B) The certification fee.

**FIRE FIGHTER II****(a) PROGRAM OVERVIEW**

Fire Fighter II is the second step in the fire fighter certification track. It is currently the prerequisite for the Officer and Specialty certification levels. Because of its local orientation, the Fire Fighter II program is an excellent probationary training program for those already certified at the Fire Fighter I level.

The certification standards for Fire Fighter I are far more stringent in California than those in NFPA Standard #1001, Fire Fighter Professional Qualifications (1981). Many Fire Fighter II and III requirements in NFPA #1001 are included in the Fire Fighter I standards in California. It was decided that Fire Fighter II requirements should be those dealing with equipment maintenance, fire codes, fire prevention practices, water supply requirements as well as local application of the basic concepts taught in the curriculum.

**(1) PURPOSE AND GOALS**

- (A) To set minimum performance standards for Fire Fighter II.
- (B) To identify the tasks a candidate must perform to obtain certification as a Fire Fighter II.
- (C) To establish a standard curriculum of basic courses for California Fire Fighter II Academies and in-service training programs.
- (D) To provide the means for maintaining a record of training accomplishments.
- (E) To correlate SBFS certification standards with national certification program standards.

Certification in California exceeds the requirements as identified in the National Professional Qualifications Board Standards.

- (F) To have all fire fighters in California become certified to an appropriate level.

**(2) TRAINING GUIDES AND RESOURCES**

- (A) A Fire Fighter II Career Development Guide providing an analysis of each task contained in the Fire Fighter II Program. This guide lists a performance standard for each task identified and an applicable reference source.
- (B) A Fire Fighter II Instructor Guide providing the instructor with lesson plans and objectives for all tasks included in the Fire Fighter II curriculum.
- (C) Essentials of Fire Fighting as published by IFSTA is a recommended study guide.
- (D) A Fire Fighter II Training Record.

## (b) CERTIFICATION GUIDELINES

## TO BECOME CERTIFIED:

(1) INSTRUCTION

- (A) Participants shall, through an Approved Instructor, complete the training as specified in the Fire Fighter II Instructor Guide.
- (B) See Section 21.00 for requirements on Approved Instructors.
- (C) This training is verified on the Fire Fighter II Training Record by the Approved Instructor.

*This record should be kept on file in the department and should not be submitted to CFSTES.*

(2) PREREQUISITE

- (A) Certified Fire Fighter I.

(3) EXPERIENCE

- (A) Have completed a minimum of 12 months experience as a full-time, paid fire fighter in a California fire department.

- or -

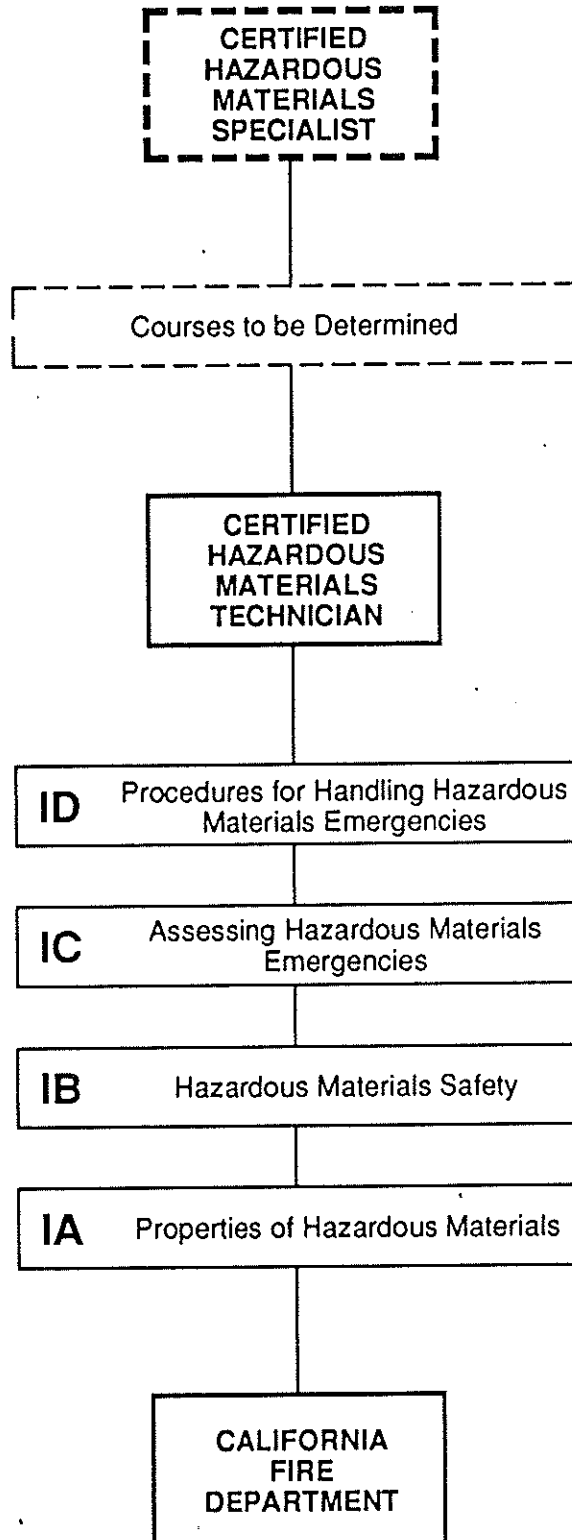
- (B) Have completed a minimum of 24 months experience as a volunteer fire fighter in a California fire department.

(4) APPLICATION

After training is completed and the experience requirement has been met, the following must be submitted to CFSTES:

- (A) A Fire Fighter II Application for Certification card.  
This application card MUST be signed by the Fire Chief.
- (B) Copy of Fire Fighter I certificate.
- (C) The certification fee.

# HAZARDOUS MATERIALS



**HAZARDOUS MATERIALS TECHNICIAN****(a) PROGRAM OVERVIEW**

Hazardous Materials Technician certification identifies the tasks performed by those individuals involved in the planning, response and handling of hazardous materials incidents. The scope of knowledge is designed to prepare personnel to perform support functions under the direction of a Hazardous Materials Team Leader.

Four courses comprise the educational requirements:

Hazardous Materials 1A	- Properties of Hazardous Materials
Hazardous Materials 1B	- Hazardous Materials Safety
Hazardous Materials 1C	- Assessing Hazardous Materials Emergencies
Hazardous Materials 1D	- Procedures for Handling Hazardous Materials Emergencies

**(1) PURPOSE AND GOALS**

- (A) To set minimum performance standards for Hazardous Materials Technician.
- (B) To identify the tasks a candidate must perform to obtain certification as a Hazardous Materials Technician.
- (C) To establish a standard curriculum of basic courses for California fire service hazardous materials training programs.
- (D) To provide the means for maintaining a record of training accomplishments.
- (E) To correlate SBFS certification standards with state and national certification program standards.
- (F) To have all fire fighters in California become certified to an appropriate level.

**(2) TRAINING GUIDES AND RESOURCES**

- (A) A Hazardous Materials Technician Career Development Guide providing an analysis of each task contained in the Hazardous Materials Technician Program. This guide lists a performance standard for each task identified and an applicable reference source.
- (B) An Instructor Guide for each course providing the instructor with lesson plans and objectives for all tasks included in the Hazardous Materials Technician curriculum.
- (C) A Student Manual for each course.
- (D) A Certification Exam for each course.

## HAZARDOUS MATERIALS TECHNICIAN

## (b) CERTIFICATION GUIDELINES

## TO BECOME CERTIFIED:

(1) INSTRUCTION

- (A) Participants shall, through an accredited course conducted at a California Fire Academy Campus or through the California Fire Academy Outreach Program, complete the training as specified in each of the four Instructor Guides.
- (B) Successfully complete, with a 70% score, the certification exams for each of the four courses as proctored by the Accredited Instructor.

(2) PREREQUISITE

- (A) None

(3) EXPERIENCE

- (A) Have completed a minimum of 12 months experience with specific responsibility of responding to hazardous materials incidents as a full-time member of a paid California fire department.

- or -

- (B) Have completed a minimum of 24 months experience with specific responsibility of responding to hazardous materials incidents as a member of a volunteer California fire department.

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to CFSTES:

- (A) An application form or written request for certification as a Hazardous Materials Technician.
- (B) Copies of the completion certificates for each of the four courses.
- (C) Verification of the experience requirement signed by the Fire Chief and written on department letterhead.
- (D) The certification fee.

(5) EVALUATION

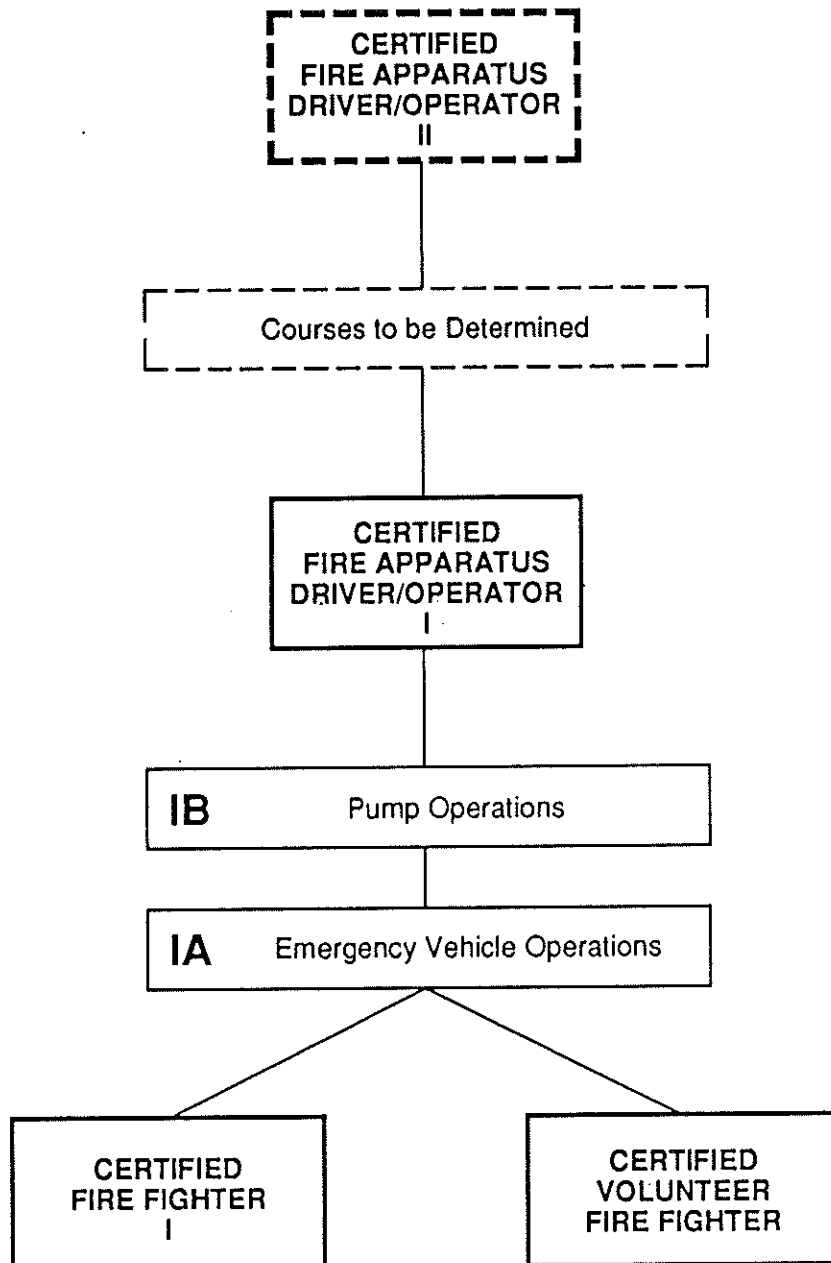
- (A) CFSTES scores the certification exam and mails notification of results to the participant after each course. A minimum of 70% score is required to receive certification credit.
- (B) Those passing the certification exam will receive a course certificate with their exam results.

Those failing the certification exam may retake the exam one time after 30 days from the original test date at no additional charge.

Those participants failing the certification exam both times must repeat the course.



# FIRE APPARATUS DRIVER/OPERATOR



## FIRE APPARATUS DRIVER/OPERATOR I

## (a) PROGRAM OVERVIEW

Fire Apparatus Driver/Operator I is the certification level which includes instruction on emergency vehicle operations and pump operations.

Two courses comprise the educational requirements:

- |                                   |                                |
|-----------------------------------|--------------------------------|
| Fire Apparatus Driver/Operator 1A | - Emergency Vehicle Operations |
| Fire Apparatus Driver/Operator 1B | - Pump Operations              |

(1) PURPOSE AND GOALS

- (A) To set minimum performance standards for Fire Apparatus Driver/Operator I.
- (B) To identify the tasks a candidate must perform to obtain certification as a Fire Apparatus Driver/Operator I.
- (C) To establish a standard curriculum of fire apparatus driver/operator courses for California fire service training programs.
- (D) To provide the means for maintaining a record of training accomplishments.
- (E) To correlate SBFS certification standards with national certification program standards.

Certification in California exceeds the requirements as identified in the National Professional Qualifications Board Standards.

- (F) To have all fire fighters in California become certified to an appropriate level.

(2) TRAINING GUIDES AND RESOURCES

- (A) A Fire Apparatus Driver/Operator Career Development Guide providing an analysis of each task contained in the Fire Apparatus Driver/Operator I Program. This guide lists a performance standard for each task identified and an applicable reference source.
- (B) An Instructor Guide for each course providing the instructor with lesson plans and objectives for all tasks included in the Fire Apparatus Driver/Operator curriculum.
- (C) Student Manuals are Fire Department Pumping Apparatus and Fire Stream Practices as published by IFSTA.
- (D) A Certification Exam for each course.

## (b) CERTIFICATION GUIDELINES

## TO BECOME CERTIFIED:

(1) INSTRUCTION

- (A) Participants shall, through an Accredited Instructor, complete the training as specified in each of the two Instructor Guides.
- (B) See Section 23.00 for requirements on Accredited Instructors.
- (C) Successfully complete the performance tests for Fire Apparatus Driver/Operator 1A and Driver/Operator 1B as proctored by the Accredited Instructor.
- (D) Successfully complete, with a 70% score, the certification exams for each of the two courses as proctored by the Accredited Instructor.

(2) PREREQUISITE

- (A) Certified Fire Fighter I or Certified Volunteer Fire Fighter. Appointed to the rank of officer waives this prerequisite.

(3) EXPERIENCE

- (A) None

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to CFSTES:

- (A) A Fire Apparatus Driver/Operator I Application for Certification card.
- (B) Copies of the completion certificates for each of the two courses.
- (C) Copy of Fire Fighter I or Volunteer Fire Fighter certificate or verification of officer rank by the Fire Chief and written on department letterhead.
- (D) The certification fee.

(5) EVALUATION

- (A) CFSTES scores the certification exam and mails notification of results to the participant after each course. A minimum of 70% score is required to receive certification credit.
- (B) Those passing the certification exam will receive a course certificate with their exam results.

Those failing the certification exam may retake the exam one time after 30 days from the original test date at no additional charge.

Those participants failing the certification exam both times must repeat the course.

# FIRE MECHANIC

**FIRE MECHANIC I****(a) PROGRAM OVERVIEW**

Fire Mechanic I certification identifies the skills and knowledge necessary for the fire apparatus mechanic. This certification recognizes the high level of expertise needed to properly maintain one of the fire service's most valuable resources - fire apparatus.

One course comprises the educational requirements:

Fire Mechanic 1        - Fire Pumps and Accessories

This course is offered through the California Fire Chiefs Association, Fire Mechanics Section.

**(1) PURPOSE AND GOALS**

- (A) To set minimum performance standards for Fire Mechanic I.
- (B) To identify the tasks a candidate must perform to obtain certification as a Fire Mechanic I.
- (C) To establish a standard curriculum of fire mechanic courses for California fire service training programs.
- (D) To provide the means for maintaining a record of training accomplishments.
- (E) To have all fire fighters in California become certified to an appropriate level.

**(2) TRAINING GUIDES AND RESOURCES**

- (A) A Fire Mechanic I Career Development Guide providing an analysis of each task contained in the Fire Mechanic I Program. This guide lists a performance standard for each task identified and an applicable reference source. (Under development)
- (B) A Fire Pumps and Accessories Instructor Guide providing the instructor with lesson plans and objectives for all tasks included in the Fire Mechanic I curriculum. (Under development)
- (C) A Fire Pumps and Accessories Student Manual. (Under development)
- (D) A Certification Exam.

## (b) CERTIFICATION GUIDELINES

## TO BECOME CERTIFIED:

(1) INSTRUCTION

- (A) Participants shall, through an Accredited Instructor, complete the training as specified in the Instructor Guide.
- (B) Successfully complete, with a 70% score, the certification exam for the course as proctored by the Accredited Instructor.
- (C) Successfully complete the following five National Institute for Auto Service Excellence (NIASE) tests:
  - Gasoline - (Heavy Duty Truck T-1)
  - Drive Train - (Heavy Duty Truck T-3)
  - Brakes - (Heavy Duty Truck T-4)
  - Electrical Systems - (Heavy Duty Truck T-6)
  - Engine Performance - (Automotive A-8)

(2) PREREQUISITE

- (A) None

(3) EXPERIENCE

- (A) Have completed a minimum of 2 years experience as a full-time, paid heavy equipment mechanic, 1 year of which must be related to the maintenance of fire apparatus.  
  
- or -
- (B) Have completed a minimum of 3 years experience as a full-time, paid truck mechanic (no fire apparatus required).

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to CFSTES:

- (A) An application form or letter requesting certification.
- (B) Copy of the completion certificate for the Fire Pumps and Accessories course.
- (C) Copies of the completion certificates for the five National Institute for Automotive Excellence Tests.
- (D) Verification of the experience requirement signed by the Fire Chief or Personnel Officer and written on department letterhead.
- (E) The certification fee.

(5) EVALUATION

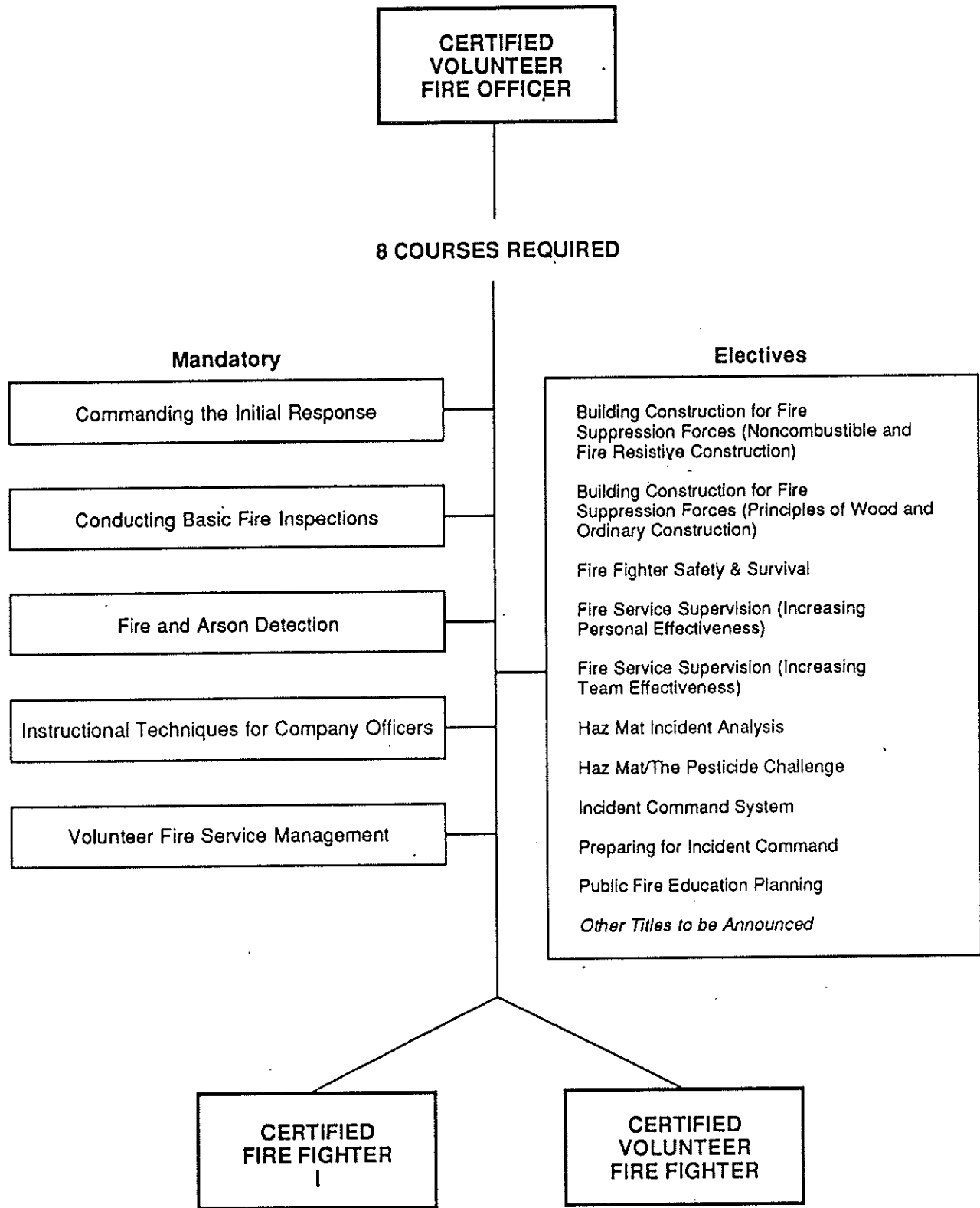
- (A) CFSTES scores the certification exam and mails notification of results to the participant after each course. A minimum of 70% score is required to receive certification credit.
- (B) Those passing the certification exam will receive a course certificate with their exam results.

Those failing the certification exam may retake the exam one time after 30 days from the original test date at no additional charge.

Those participants failing the certification exam both times must repeat the course.



# VOLUNTEER FIRE OFFICER



**VOLUNTEER FIRE OFFICER****(a) PROGRAM OVERVIEW**

Volunteer Fire Officer is the highest level of volunteer certification. This certification is designed to equip individuals with the minimum qualifications necessary for the position or rank of company officer in a volunteer fire department. Course curriculum is based on National Fire Academy Field Courses that have been "handed off" to the state training system.

Eight courses comprise the educational requirements:

**FIVE MANDATORY COURSES:**

- Commanding the Initial Response
- Conducting Basic Fire Inspections
- Fire and Arson Detection
- Instructional Techniques for Company Officers
- Volunteer Fire Service Management

**ANY THREE OF THE FOLLOWING ELECTIVE COURSES:**

- Building Construction for Fire Suppression Forces (Noncombustibles and Fire Resistive Construction)
- Building Construction for Fire Suppression Forces (Principles of Wood and Ordinary Construction)
- Fire Fighter Safety and Survival
- Fire Service Supervision (Increasing Personal Effectiveness)
- Fire Service Supervision (Increasing Team Effectiveness)
- Haz Mat Incident Analysis
- Haz Mat/The Pesticide Challenge
- Incident Command System
- Preparing for Incident Command
- Public Fire Education Planning

**(1) PURPOSE AND GOALS**

- (A) To set minimum performance standards for Volunteer Fire Officers.
- (B) To identify the tasks a candidate must perform to obtain certification as a Volunteer Fire Officer.
- (C) To establish a standard curriculum of basic courses for California fire service volunteer fire officer training programs.
- (D) To provide the means for maintaining a record of training accomplishments.
- (E) To have all fire fighters in California become certified to an appropriate level.

(2) TRAINING GUIDES AND RESOURCES

- (A) A Volunteer Fire Officer Career Development Guide providing an analysis of each task contained in the Volunteer Fire Officer Program. This guide lists a performance standard for each task identified and an applicable reference source.
- (B) An Instructor Guide for each course providing the instructor with lesson plans and objectives for all tasks included in the Volunteer Fire Officer curriculum.
- (C) A Student Manual for each course.

## (b) CERTIFICATION GUIDELINES

## TO BECOME CERTIFIED:

(1) INSTRUCTION

- (A) Participants shall, through an Accredited Instructor, complete the training as specified in each of the eight Instructor Guides.
- (B) See Section 22.00 for requirements on Accredited Instructors.

(2) PREREQUISITE

- (A) Certified Volunteer Fire Fighter or Fire Fighter I. Appointed to the rank of officer waives this prerequisite.

(3) EXPERIENCE

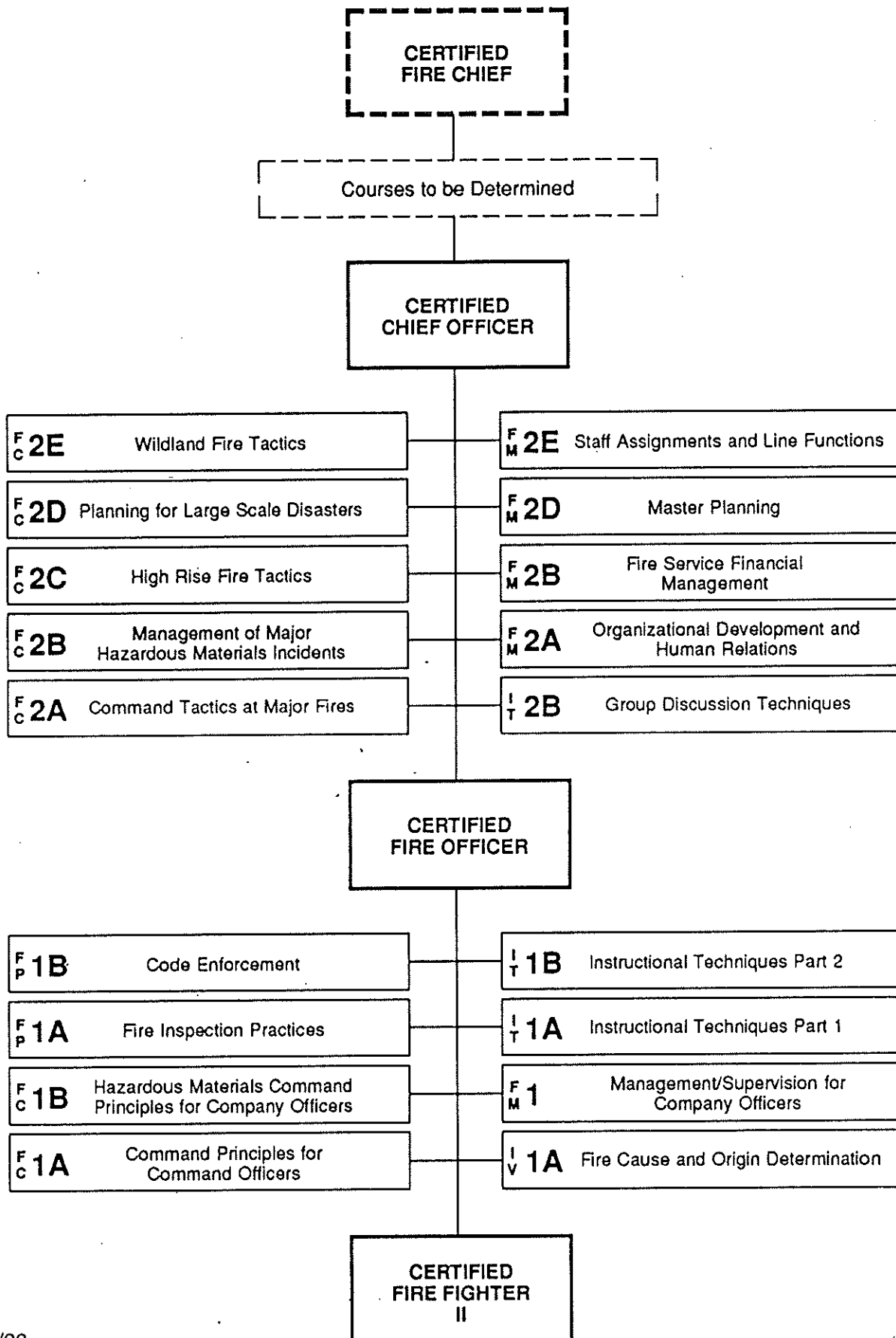
- (A) Have completed a minimum of 2 years experience as a volunteer fire fighter in a California fire department.

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to CFSTES:

- (A) A Volunteer Fire Officer Application for Certification card.
- (B) Copies of the completion certificates for each of the eight courses.
- (C) Copy of Fire Fighter I or Volunteer Fire Fighter certificate or verification of officer rank by the Fire Chief and written on department letterhead.
- (D) Verification of the experience requirement signed by the Fire Chief and written on department letterhead.
- (E) The certification fee.

# FIRE OFFICER



## (a) PROGRAM OVERVIEW

Fire Officer is the first of three steps of certification leading to the position of Certified Fire Chief. The three steps include Certified Fire Officer, Certified Chief Officer, and Certified Fire Chief. This approach is in contrast to the seven steps of certification discussed in the NFPA #1021 standard. However, all the tasks specified in NFPA #1021 are included in California's three-tier system.

Eight courses comprise the educational requirements:

Fire Command 1A	- Command Principles for Company Officers
Fire Command 1B	- Hazardous Materials for Company Officers
Fire Instructor 1A	- Instructional Techniques, Part I
Fire Instructor 1B	- Instructional Techniques, Part II
Fire Investigation 1A	- Fire Cause and Origin Determination
Fire Management 1	- Management/Supervision for the Company Officer
Fire Prevention 1A	- Fire Inspection Practices
Fire Prevention 1B	- Code Enforcement

(1) PURPOSE AND GOALS

- (A) To set minimum performance standards for Fire Officers.
- (B) To identify the tasks a candidate must perform to obtain certification as a Fire Officer.
- (C) To establish a standard curriculum of fire officer courses for California fire service training programs.
- (D) To provide the means for maintaining a record of training accomplishments.
- (E) To correlate SBFS certification standards with national certification program standards.

Certification in California exceeds the requirements as identified in the National Professional Qualifications Board Standards.

- (F) To have all fire fighters in California become certified to an appropriate level.

(2) TRAINING GUIDES AND RESOURCES

- (A) A Fire Officer Career Development Guide providing an analysis of each task contained in the Fire Officer Program. This guide lists a performance standard for each task identified and an applicable reference source.
- (B) An Instructor Guide for each course providing the instructor with lesson plans and objectives for all tasks included in the Fire Officer curriculum.
- (C) A Student Manual for each course.
- (D) A Certification Exam for each course.

## (b) CERTIFICATION GUIDELINES

## TO BECOME CERTIFIED:

(1) INSTRUCTION

- (A) Participants shall, through an Accredited Instructor, complete the training as specified in each of the eight Instructor Guides.
- (B) See Section 23.00 for requirements on Accredited Instructors.
- (C) Successfully complete, with a 70% score, the certification exams for each of the eight courses as proctored by the Accredited Instructor.

(2) PREREQUISITE

- (A) Certified Fire Fighter II. Appointed to the rank of officer waives this prerequisite.

(3) EXPERIENCE

- (A) Have completed a minimum of 2 years experience as a full-time, paid fire fighter in a California fire department.
- or -
- (B) Have completed a minimum of 4 years experience as a volunteer fire fighter in a California fire department.

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to CFSTES:

- (A) A Fire Officer Application for Certification card.
- (B) Copies of the completion certificates for each of the eight courses.
- (C) Copy of Fire Fighter II certificate or verification of officer rank by the Fire Chief and written on department letterhead.
- (D) Verification of the experience requirement signed by the Fire Chief and written on department letterhead.
- (E) The certification fee.

(5) EVALUATION

- (A) CFSTES scores the certification exam and mails notification of results to the participant after each course. A minimum of 70% score is required to receive certification credit.
- (B) Those passing the certification exam will receive a course certificate with their exam results.

Those failing the certification exam may retake the exam one time after 30 days from the original test date at no additional charge.

Those participants failing the certification exam both times must repeat the course.



**CHIEF OFFICER****(a) PROGRAM OVERVIEW**

Certified Chief Officer is the second of three steps of certification leading to the position of Certified Fire Chief.

This level of certification utilizes upper level curriculum which establishes some lower level courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Chief Officer certification is only available to those holding the rank of company officer and above.

Ten courses comprise the educational requirements:

Fire Command 2A	- Command Tactics at Major Fires
Fire Command 2B	- Management of Major Hazardous Materials Incidents
Fire Command 2C	- High Rise Fire Tactics
Fire Command 2D	- Planning for Large Scale Disasters
Fire Command 2E	- Wildland Fire Tactics
Fire Instructor 2B	- Group Discussion Techniques
Fire Management 2A	- Organizational Development and Human Relations
Fire Management 2B	- Fire Service Financial Management
Fire Management 2D	- Master Planning
Fire Management 2E	- Staff Assignments and Line Functions

**(1) PURPOSE AND GOALS**

- (A) To set minimum performance standards for Chief Officers.
- (B) To identify the tasks a candidate must perform to obtain certification as a Chief Officer.
- (C) To establish a standard curriculum of chief officer courses for California fire service training programs.
- (D) To provide the means for maintaining a record of training accomplishments.
- (E) To correlate SBFS certification standards with national certification program standards.

Certification in California exceeds the requirements as identified in the National Professional Qualifications Board Standards.

- (F) To have all fire fighters in California become certified to an appropriate level.

(2) TRAINING GUIDES AND RESOURCES

- (A) A Chief Officer Career Development Guide providing an analysis of each task contained in the Chief Officer Program. This guide lists a performance standard for each task identified and an applicable reference source. (Under development)
- (B) An Instructor Guide for each course providing the instructor with lesson plans and objectives for all tasks included in the Chief Officer curriculum. (Not all manuals available at this time.)
- (C) A Student Manual for each course. (Not all manuals available at this time.)
- (D) A Certification Exam for each course.

## (b) CERTIFICATION GUIDELINES

## TO BECOME CERTIFIED:

(1) INSTRUCTION

- (A) Participants shall, through an accredited course conducted at a California Fire Academy Campus or through the California Fire Academy Outreach Program, complete the training as specified in each of the ten Instructor Guides.
- (B) Successfully complete, with a 70% score, the certification exams for each of the ten courses as proctored by the Accredited Instructor.

(2) PREREQUISITE

- (A) Certified Fire Officer. Appointed to the rank of chief officer waives this prerequisite.
- (B) Possess as a minimum a Community College Associate Degree (any major) or equivalent degree from an accredited post-secondary institution

(3) EXPERIENCE

- (A) Have completed a minimum of 5 years experience as a full-time, paid fire fighter in a California fire department, 1 year of which must be at the officer level.

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to CFSTES:

- (A) An application form or letter requesting Chief Officer certification.
- (B) Copies of the completion certificates for each of the ten courses.
- (C) Copy of Fire Officer certificate or verification of chief officer rank by the Fire Chief and written on department letterhead.
- (D) Copy of degree.
- (E) Verification of the experience requirement signed by the Fire Chief and written on department letterhead.
- (F) The certification fee.

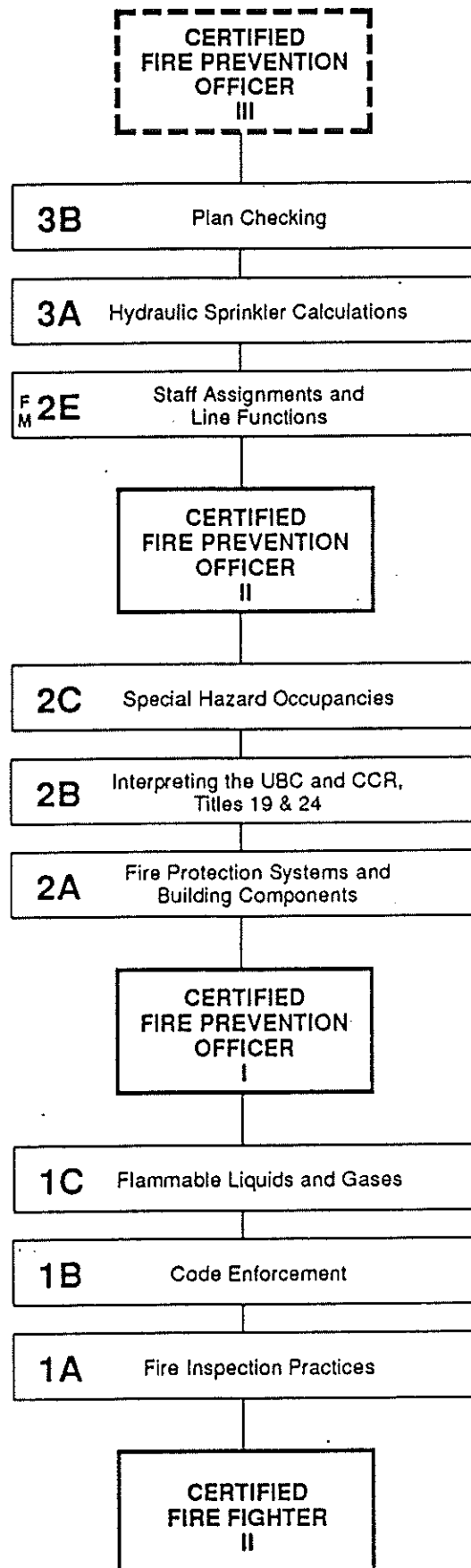
(5) EVALUATION

- (A) CFSTES scores the certification exam and mails notification of results to the participant after each course. A minimum of 70% score is required to receive certification credit.
- (B) Those passing the certification exam will receive a course certificate with their exam results.

Those failing the certification exam may retake the exam one time after 30 days from the original test date at no additional charge.

Those participants failing the certification exam both times must repeat the course.

# FIRE PREVENTION



**FIRE PREVENTION OFFICER I****(a) PROGRAM OVERVIEW**

Fire Prevention Officer I is the first level of certification in the career path leading to Fire Prevention Officer III which represents a Fire Marshal's position. Fire Prevention Officer I covers those subject areas and skills necessary to conduct basic fire inspections.

Three courses comprise the educational requirements:

- |                    |                               |
|--------------------|-------------------------------|
| Fire Prevention 1A | - Fire Inspection Practices   |
| Fire Prevention 1B | - Code Enforcement            |
| Fire Prevention 1C | - Flammable Liquids and Gases |

**(1) PURPOSE AND GOALS**

- (A) To set minimum performance standards for Fire Prevention Officer I.
- (B) To identify the tasks a candidate must perform to obtain certification as a Fire Prevention Officer I.
- (C) To establish a standard curriculum of fire prevention officer courses for California fire service training programs.
- (D) To provide the means for maintaining a record of training accomplishments.
- (E) To correlate SBFS certification standards with state and national certification program standards.

Certification in California exceeds the requirements as identified in the National Professional Qualifications Board Standards.

- (F) To have all fire fighters in California become certified to an appropriate level.

**(2) TRAINING GUIDES AND RESOURCES**

- (A) A Fire Prevention Officer I Career Development Guide providing an analysis of each task contained in the Fire Prevention Officer I Program. This guide lists a performance standard for each task identified and an applicable reference source.
- (B) An Instructor Guide for each course providing the instructor with lesson plans and objectives for all tasks included in the Fire Prevention Officer I curriculum.
- (C) A Student Manual for each course.
- (D) A Certification Exam for each course.

## (b) CERTIFICATION GUIDELINES

## TO BECOME CERTIFIED:

(1) INSTRUCTION

- (A) Participants shall, through an Accredited Instructor, complete the training as specified in each of the three Instructor Guides.
- (B) See Section 23.00 for requirements on Accredited Instructors.
- (C) Successfully complete, with a 70% score, the certification exams for each of the three courses as proctored by the Accredited Instructor.

(2) PREREQUISITE

- (A) Certified Fire Fighter II. Appointed to the rank of officer waives this prerequisite.  
*[If meeting Prerequisite (2)(A), applicant must comply with Experience (3)(A)]*  
- or -
- (B) Completion of 30 semester units from an accredited college, of which 15 units must be from the Uniform Fire Technology or Fire Science curricula.  
*[If meeting Prerequisite (2)(B), applicant must comply with Experience (3)(B)]*

(3) EXPERIENCE

If not a member of a Fire Prevention Bureau, this experience must involve the full range of prevention duties including, for example, detailed inspections of A, E, I, B, H and R occupancies; completing follow-up inspections for compliance; and the issuance of citations for severe violations.

- (A) Have completed a minimum of 2 years experience as a full-time, paid fire fighter in a California fire department and 1 year paid occupational experience as a Fire Prevention Officer. *[See Prerequisite (2)(A)]*  
- or -
- (B) Have completed a minimum of 3 years experience as a full-time, paid Fire Prevention Officer for a California fire department. *[See Prerequisite (2)(B)]*

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to CFSTES:

- (A) An application form or written request for certification as a Fire Prevention Officer I.
- (B) Copies of the completion certificates for each of the three courses.
- (C) Copy of Fire Fighter II certificate or verification of officer rank by the Fire Chief and written on department letterhead [if meeting Prerequisite (2)(A)].
- (D) Copies of college transcripts [if meeting Prerequisite (2)(B)].
- (E) Verification of the experience requirement signed by the Fire Chief and written on department letterhead.
- (F) The certification fee.

(5) EVALUATION

- (A) CFSTES scores the certification exam and mails notification of results to the participant after each course. A minimum of 70% score is required to receive certification credit.
- (B) Those passing the certification exam will receive a course certificate with their exam results.

Those failing the certification exam may retake the exam one time after 30 days from the original test date at no additional charge.

Those participants failing the certification exam both times must repeat the course.



## FIRE PREVENTION OFFICER II

## (a) PROGRAM OVERVIEW

Fire Prevention Officer II is the second of three levels heading to the position of Fire Prevention Officer III. Fire Prevention Officer II covers those subject areas and skills necessary for an in-depth understanding of the Uniform Building Code and California Code of Regulations, Title 24, fire protection systems, building components and fire problems in special occupancies.

This level of certification utilizes the Level 2 curricula which establishes some Level 1 courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Fire Prevention Officer II is only available to those certified as Fire Prevention Officer I.

Three courses comprise the educational requirements:

- |                    |   |
|--------------------|---|
| Fire Prevention 2A | - Fire Protection Systems and Building Components |
| Fire Prevention 2B | - Interpreting the UBC and CCR, Titles 19 and 24  |
| Fire Prevention 2C | - Special Hazard Occupancies                      |

(1) PURPOSE AND GOALS

- (A) To set minimum performance standards for Fire Prevention Officer II.
- (B) To identify the tasks a candidate must perform to obtain certification as a Fire Prevention Officer II.
- (C) To establish a standard curriculum of fire prevention officer courses for California fire service training programs.
- (D) To provide the means for maintaining a record of training accomplishments.
- (E) To correlate SBFS certification standards with state and national certification program standards.

Certification in California exceeds the requirements as identified in the National Professional Qualifications Board Standards.

- (F) To have all fire fighters in California become certified to an appropriate level.

(2) TRAINING GUIDES AND RESOURCES

- (A) A Fire Prevention Officer II Career Development Guide providing an analysis of each task contained in the Fire Prevention Officer II Program. This guide lists a performance standard for each task identified and an applicable reference source. (Under development)
- (B) An Instructor Guide for each course providing the instructor with lesson plans and objectives for all tasks included in the Fire Prevention Officer II curriculum.
- (C) A Student Manual for each course.
- (D) A Certification Exam for each course.

## (b) CERTIFICATION GUIDELINES

## TO BECOME CERTIFIED:

(1) INSTRUCTION

- (A) Participants shall, through an accredited course conducted at a California Fire Academy Campus or through the California Fire Academy Outreach Program, complete the training as specified in each of the three Instructor Guides.
- (B) Successfully complete, with a 70% score, the certification exams for each of the three courses as proctored by the Accredited Instructor.

(2) PREREQUISITE

- (A) Certified Fire Prevention Officer I.

(3) EXPERIENCE

- (A) In addition to the experience required for Fire Prevention Officer I, have completed 1 *additional* year of full-time, paid experience as a Fire Prevention Officer in a California fire department.

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to CFSTES:

- (A) An application form or written request for certification as a Fire Prevention Officer II.
- (B) Copies of the completion certificates for each of the three courses.
- (C) Copy of Fire Prevention Officer I certificate.
- (D) Verification of the experience requirement signed by the Fire Chief and written on department letterhead.
- (E) The certification fee.

(5) EVALUATION

- (A) CFSTES scores the certification exam and mails notification of results to the participant after each course. A minimum of 70% score is required to receive certification credit.
- (B) Those passing the certification exam will receive a course certificate with their exam results.

Those failing the certification exam may retake the exam one time after 30 days from the original test date at no additional charge.

Those participants failing the certification exam both times must repeat the course.

**FIRE PREVENTION OFFICER III****(a) PROGRAM OVERVIEW**

Fire Prevention Officer III is the top level in the Fire Prevention Officer track and is a suitable level of certification for the position of Fire Marshal. Fire Prevention Officer III covers those subject areas and skills necessary for an in-depth understanding of hydraulic sprinkler calculations, plan review and program management.

This level of certification utilizes upper-level curriculum which establishes some lower-level courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Fire Prevention Officer III is only available to those certified as Fire Prevention Officer II.

Three courses comprise the educational requirements:

- Fire Prevention 3A - Hydraulic Sprinkler Calculations
- Fire Prevention 3B - Plan Checking
- Fire Management 2E - Staff Assignments and Line Functions

**(1) PURPOSE AND GOALS**

- (A) To set minimum performance standards for Fire Prevention Officer III.
- (B) To identify the tasks a candidate must perform to obtain certification as a Fire Prevention Officer III.
- (C) To establish a standard curriculum of fire prevention officer courses for California fire service training programs.
- (D) To provide the means for maintaining a record of training accomplishments.
- (E) To correlate SBFS certification standards with state and national certification program standards.

Certification in California exceeds the requirements as identified in the National Professional Qualifications Board Standards.

- (F) To have all fire fighters in California become certified to an appropriate level.

**(2) TRAINING GUIDES AND RESOURCES**

- (A) A Fire Prevention Officer III Career Development Guide providing an analysis of each task contained in the Fire Prevention Officer III Program. This guide lists a performance standard for each task identified and an applicable reference source. (Under development)
- (B) An Instructor Guide for each course providing the instructor with lesson plans and objectives for all tasks included in the Fire Prevention Officer III curriculum.
- (C) A Student Manual for each course.
- (D) A Certification Exam for each course.

## (b) CERTIFICATION GUIDELINES

## TO BECOME CERTIFIED:

(1) INSTRUCTION

- (A) Participants shall, through an accredited course conducted at a California Fire Academy Campus or through the California Fire Academy Outreach Program, complete the training as specified in each of the three Instructor Guides.
- (B) Successfully complete, with a 70% score, the certification exams for each of the three courses as proctored by the Accredited Instructor.

(2) PREREQUISITE

- (A) Certified Fire Prevention Officer II

(3) EXPERIENCE

- (A) In addition to the experience required for Fire Prevention Officer II, have completed 2 *additional* years of full-time, paid experience as a Fire Prevention Officer in a California fire department.

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to CFSTES:

- (A) An application form or written request for certification as a Fire Prevention Officer III.
- (B) Copies of the completion certificates for each of the three courses.
- (C) Copy of Fire Prevention Officer II certificate.
- (D) Verification of the experience requirement signed by the Fire Chief and written on department letterhead.
- (E) The certification fee.

(5) EVALUATION

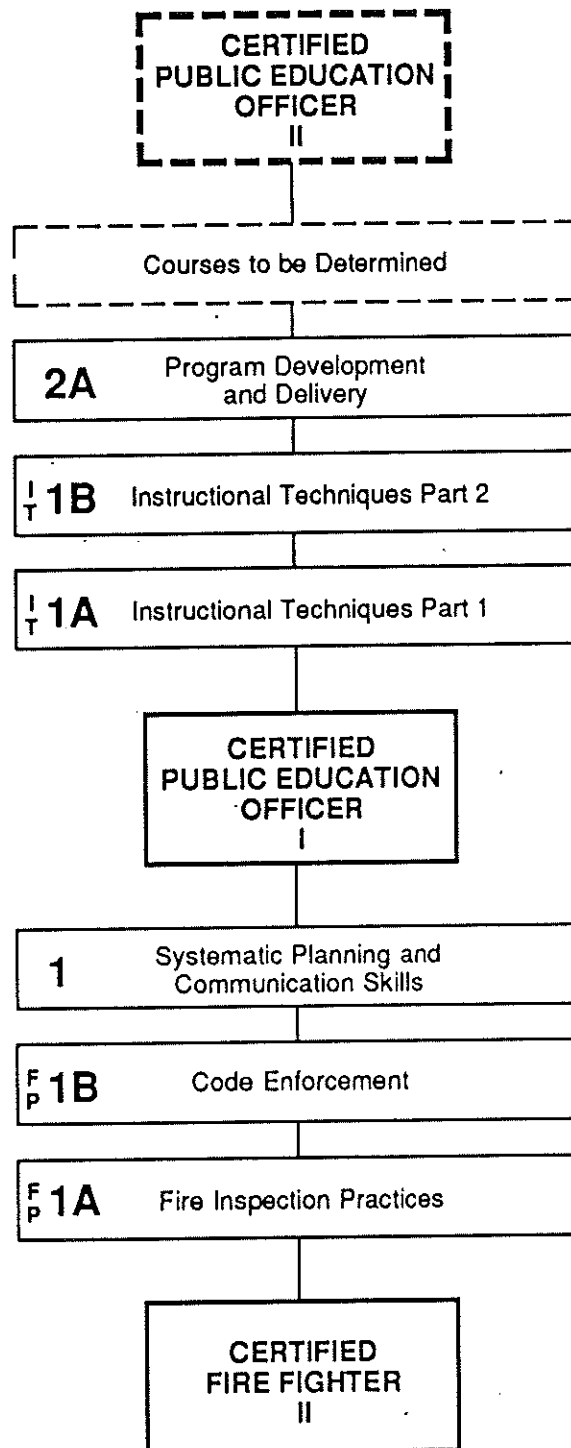
(A) CFSTES scores the certification exam and mails notification of results to the participant after each course. A minimum of 70% score is required to receive certification credit.

(B) Those passing the certification exam will receive a course certificate with their exam results.

Those failing the certification exam may retake the exam one time after 30 days from the original test date at no additional charge.

Those participants failing the certification exam both times must repeat the course.

# PUBLIC EDUCATION



**PUBLIC EDUCATION OFFICER I****(a) PROGRAM OVERVIEW**

Public Education Officer I is designed for those individuals directly involved in the planning and delivery of fire safety and fire prevention programs to the public. It is the first of two levels of certification for Public Education Officers.

Three courses comprise the educational requirements:

- |                    |   |  |
|--------------------|---|--|
| Fire Prevention 1A | - | Fire Inspection Practices                    |
| Fire Prevention 1B | - | Code Enforcement                             |
| Public Education 1 | - | Systematic Planning and Communication Skills |

**(1) PURPOSE AND GOALS**

- (A) To set minimum performance standards for Public Education Officer I.
- (B) To identify the tasks a candidate must perform to obtain certification as a Public Education Officer I.
- (C) To establish a standard curriculum of public education officer courses for California fire service training programs.
- (D) To provide the means for maintaining a record of training accomplishments.
- (E) To correlate SBFS certification standards with state and national certification program standards.

Certification in California exceeds the requirements as identified in the National Professional Qualifications Board Standards.

- (F) To have all fire fighters in California become certified to an appropriate level.

**(2) TRAINING GUIDES AND RESOURCES**

- (A) Public Education Officer I (under development) and Fire Prevention Officer I Career Development Guides provide an analysis of each task contained in the Public Education Officer I Program. This guide lists a performance standard for each task listed and an applicable reference source.
- (B) An Instructor Guide for each course providing the instructor with lesson plans and objectives for all tasks included in the Public Education Officer I curriculum.
- (C) A Student Manual for each course.
- (D) A Certification Exam for each course.



## (b) CERTIFICATION GUIDELINES

## TO BECOME CERTIFIED:

(1) INSTRUCTION

- (A) Participants shall, through an Accredited Instructor, complete the training as specified in each of the three Instructor Guides.
- (B) See Section 23.00 for requirements on Accredited Instructors.
- (C) Successfully complete, with a 70% score, the certification exams for each of the three courses as proctored by the Accredited Instructor.

(2) PREREQUISITE

- (A) Certified Fire Fighter II. Appointed to the rank of officer waives this prerequisite.  
*[If meeting Prerequisite (2)(A), applicant must comply with Experience (3)(A)]*  
  
- or -
- (B) Completion of 30 semester units from an accredited college, of which 15 units must be from the Uniform Fire Technology or Fire Science curricula.  
  
*[If meeting Prerequisite (2)(B), applicant must comply with Experience (3)(B)]*

(3) EXPERIENCE

- (A) Have completed a minimum of 2 years experience as a full-time, paid fire fighter in a California fire department and 1 year paid occupational experience as a Public Education Officer. *[See Prerequisite (2)(A)]*  
  
- or -
- (B) Have completed a minimum of 3 years experience as a full-time, paid Public Education Officer for a California fire department. *[See Prerequisite (2)(B)]*

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to CFSTES:

- (A) An application form or written request for certification as a Public Education Officer I.
- (B) Copies of the completion certificates for each of the three courses.
- (C) Copy of Fire Fighter II certificate or verification of officer rank by the Fire Chief and written on department letterhead [if meeting Prerequisite (2)(A)].
- (D) Copies of college transcripts [if meeting Prerequisite (2)(B)].
- (E) Verification of the experience requirement signed by the Fire Chief and written on department letterhead.
- (F) The certification fee.

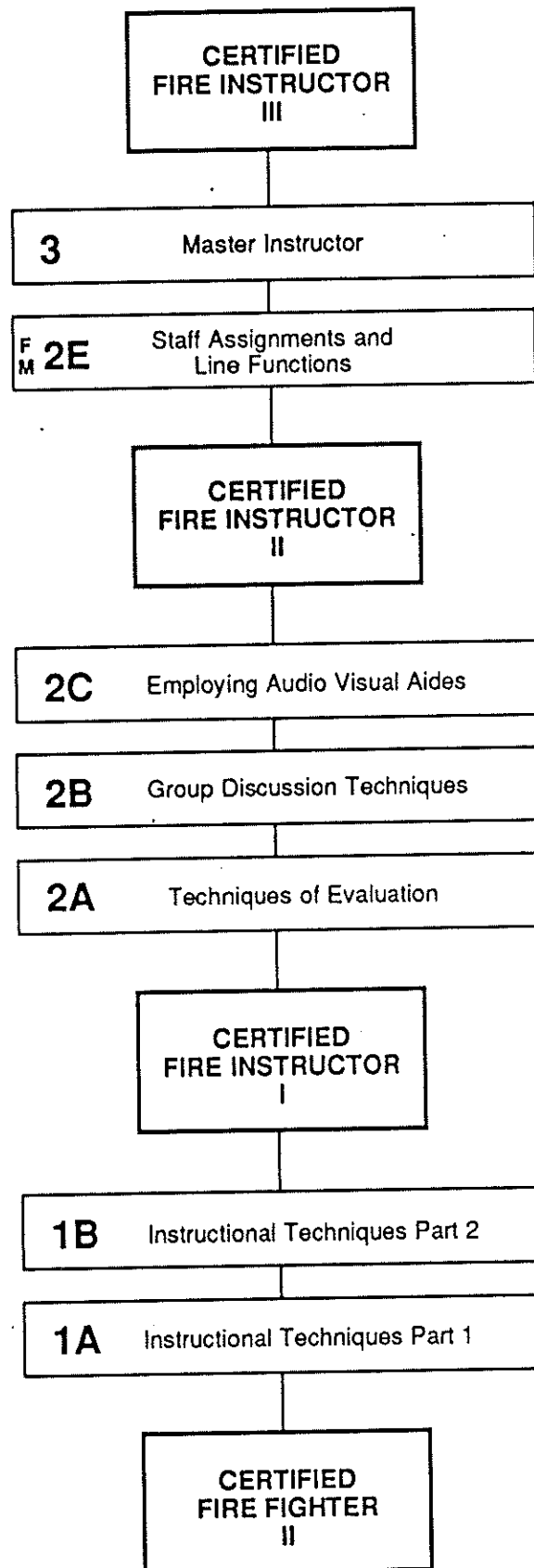
(5) EVALUATION

- (A) CFSTES scores the certification exam and mails notification of results to the participant after each course. A minimum of 70% score is required to receive certification credit.
- (B) Those passing the certification exam will receive a course certificate with their exam results.

Those failing the certification exam may retake the exam one time after 30 days from the original test date at no additional charge.

Those participants failing the certification exam both times must repeat the course.

# FIRE INSTRUCTOR



## FIRE INSTRUCTOR I

## (a) PROGRAM OVERVIEW

Fire Instructor I is the first level of certification in the Fire Instructor series and is a key component in the entire certification system. Individuals completing the educational requirements for this level of certification have fulfilled one of the prerequisites to become an Accredited Level I Instructor; are eligible to "sign off" Volunteer Fire Fighter, Fire Fighter I and Fire Fighter II Training Records; and, once certified, have completed the first step in becoming a Certified Fire Instructor II, Certified Fire Instructor III, and Master Instructor.

Two courses comprise the educational requirements:

- |                    |                                    |
|--------------------|------------------------------------|
| Fire Instructor 1A | - Instructional Techniques, Part 1 |
| Fire Instructor 1B | - Instructional Techniques, Part 2 |

(1) PURPOSE AND GOALS

- (A) To set minimum performance standards for Fire Instructor I.
- (B) To identify the tasks a candidate must perform to obtain certification as a Fire Instructor I.
- (C) To establish a standard curriculum of fire prevention officer courses for California fire service training programs.
- (D) To provide the means for maintaining a record of training accomplishments.
- (E) To correlate SBFS certification standards with state and national certification program standards.

Certification in California exceeds the requirements as identified in the National Professional Qualifications Board Standards.

- (F) To have all fire fighters in California become certified to an appropriate level.

(2) TRAINING GUIDES AND RESOURCES

- (A) A Fire Instructor I Career Development Guide providing an analysis of each task contained in the Fire Instructor I Program. This guide lists a performance standard for each task identified and an applicable reference source.
- (B) An Instructor Guide for each course providing the instructor with lesson plans and objectives for all tasks included in the Fire Instructor I curriculum.
- (C) The Student Manual is Fire Service Instructor, as published by IFSTA.
- (D) California Fire Service Occupation Analysis
- (E) A Certification Exam for each course.

## (b) CERTIFICATION GUIDELINES

## TO BECOME CERTIFIED:

(1) INSTRUCTION

- (A) Participants shall, through an Accredited Master Instructor, complete the training as specified in each of the two Instructor Guides.
- (B) See Section 25.00 for requirements on Accredited Master Instructors.
- (C) Successfully complete, with a 70% score, the certification exams for each of the two courses as proctored by the Accredited Master Instructor.

(2) PREREQUISITE

- (A) Certified Fire Fighter II. Appointed to the rank of officer waives this prerequisite.

(3) EXPERIENCE

- (A) Have completed a minimum of 2 years experience as a full-time, paid fire fighter in a California fire department.  
- or -
- (B) Have completed a minimum of 4 years experience as a volunteer fire fighter in a California fire department.  
- and -
- (C) Have completed 80 hours of teaching experience in a fire service related program.

This teaching experience is required for both paid and volunteer applicants.

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to CFSTES:

- (A) An application form or written request for certification as a Fire Instructor I.
- (B) Copies of the completion certificates for each of the two courses.
- (C) Copy of Fire Fighter II certificate or verification of officer rank by the Fire Chief and written on department letterhead.
- (D) Verification of the experience requirement signed by the Fire Chief and written on department letterhead or signed by the Fire Science Coordinator and written on college letterhead.
- (E) The certification fee.

(5) EVALUATION

- (A) CFSTES scores the certification exam and mails notification of results to the participant after each course. A minimum of 70% score is required to receive certification credit.
- (B) Those passing the certification exam will receive a course certificate with their exam results.

Those failing the certification exam may retake the exam one time after 30 days from the original test date at no additional charge.

Those participants failing the certification exam both times must repeat the course.

**FIRE INSTRUCTOR II****(a) PROGRAM OVERVIEW**

Fire Instructor II is the second of three levels heading towards certification as Fire Instructor III. Fire Instructor II covers those subject areas and skills necessary for an in-depth understanding of testing and measurements, group dynamics and leadership, and the utilization of audio/visual aids.

This level of certification utilizes the Level 2 curriculum which establishes some Level 1 courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Fire Instructor II certification is only available to those certified as Fire Instructor I.

Three courses comprise the educational requirements:

Fire Instructor 2A	- Techniques of Evaluation
Fire Instructor 2B	- Group Discussion Techniques
Fire Instructor 2C	- Employing Audio/Visual Aids

**(1) PURPOSE AND GOALS**

- (A) To set minimum performance standards for Fire Instructor II.
- (B) To identify the tasks a candidate must perform to obtain certification as a Fire Instructor II.
- (C) To establish a standard curriculum of fire instructor courses for California fire service training programs.
- (D) To provide the means for maintaining a record of training accomplishments.
- (E) To correlate SBFS certification standards with state and national certification program standards.

Certification in California exceeds the requirements as identified in the National Professional Qualifications Board Standards.

- (F) To have all fire fighters in California become certified to an appropriate level.

**(2) TRAINING GUIDES AND RESOURCES**

- (A) A Fire Instructor II Career Development Guide providing an analysis of each task contained in the Fire Instructor II Program. This guide lists a performance standard for each task identified and an applicable reference source.
- (B) An Instructor Guide for each course providing the instructor with lesson plans and objectives for all tasks included in the Fire Instructor II curriculum.
- (C) A Student Manual for each course.
- (D) A Certification Exam for each course.

## (b) CERTIFICATION GUIDELINES

## TO BECOME CERTIFIED:

(1) INSTRUCTION

- (A) Participants shall, through an accredited course conducted at a California Fire Academy Campus or through the California Fire Academy Outreach Program, complete the training as specified in each of the three Instructor Guides.
- (B) Successfully complete, with a 70% score, the certification exams for each of the three courses as proctored by the Accredited Instructor.

(2) PREREQUISITE

- (A) Certified Fire Instructor I.

(3) EXPERIENCE

- (A) In addition to the experience required for Fire Instructor I, have completed 1 *additional* year functioning in the position of a designated department training instructor in a California paid fire department.

- or -

- (B) In addition to the experience required for Fire Instructor I, have completed 2 *additional* years functioning in the position of a designated department training instructor in a California volunteer fire department.

- and -

- (C) In addition to the experience required for Fire Instructor I, have completed an *additional* 80 hours of teaching experience in a fire service related program.

This teaching experience is required for both paid and volunteer applicants.



(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to CFSTES:

- (A) An application form or written request for certification as a Fire Instructor II.
- (B) Copies of the completion certificates for each of the three courses.
- (C) Copy of Fire Instructor I certificate.
- (D) Verification of the experience requirement signed by the Fire Chief and written on department letterhead or signed by the Fire Science Coordinator and written on college letterhead.
- (E) The certification fee.

(5) EVALUATION

- (A) CFSTES scores the certification exam and mails notification of results to the participant after each course. A minimum of 70% score is required to receive certification credit.
- (B) Those passing the certification exam will receive a course certificate with their exam results.

Those failing the certification exam may retake the exam one time after 30 days from the original test date at no additional charge.

Those participants failing the certification exam both times must repeat the course.

## FIRE INSTRUCTOR III

## (a) PROGRAM OVERVIEW

Fire Instructor III is the final level in the Fire Instructor track and is a suitable level of certification for the position of Training Officer. Fire Instructor III covers those subject areas and skills necessary for an in-depth understanding of instructional techniques and program management.

This level of certification utilizes upper-level curriculum which establishes some lower-level courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Fire Instructor III certification is only available to those certified as Fire Instructor II.

Two courses comprise the educational requirements:

- Fire Instructor 3            - Master Instructor
- Fire Management 2E      - Staff Assignments and Line Functions

(1) PURPOSE AND GOALS

- (A) To set minimum performance standards for Fire Instructor III.
- (B) To identify the tasks a candidate must perform to obtain certification as a Fire Instructor III.
- (C) To establish a standard curriculum of fire instructor courses for California fire service training programs.
- (D) To provide the means for maintaining a record of training accomplishments.
- (E) To correlate SBFS certification standards with state and national certification program standards.

Certification in California exceeds the requirements as identified in the National Professional Qualifications Board Standards.

- (F) To have all fire fighters in California become certified to an appropriate level.

(2) TRAINING GUIDES AND RESOURCES

- (A) A Fire Instructor III Career Development Guide providing an analysis of each task contained in the Fire Instructor III Program. This guide lists a performance standard for each task identified and an applicable reference source. (Under development)
- (B) An Instructor Guide for each course providing the instructor with lesson plans and objectives for all tasks included in the Fire Instructor III curriculum.
- (C) A Student Manual for each course.
- (D) A Certification Exam for each course.

## (b) CERTIFICATION GUIDELINES

## TO BECOME CERTIFIED:

(1) INSTRUCTION

- (A) Participants shall, through an accredited course conducted at a California Fire Academy Campus or through the California Fire Academy Outreach Program, complete the training as specified in each of the two Instructor Guides.
- (B) Successfully complete, with a 70% score, the certification exams for each of the two courses as proctored by the Accredited Instructor.

(2) PREREQUISITE

- (A) Certified Fire Instructor II.

(3) EXPERIENCE

- (A) In addition to the experience required for Fire Instructor II, have completed 2 *additional* years functioning in the position of a designated department training instructor in a California paid fire department.

- or -

- (B) In addition to the experience required for Fire Instructor II, have completed 4 *additional* years functioning in the position of a designated department training instructor in a California volunteer fire department.

- and -

- (C) In addition to the experience required for Fire Instructor II, have completed an *additional* 80 hours of teaching experience in a fire service related program.

This teaching experience is required for both paid and volunteer applicants.

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to CFSTES:

- (A) An application form or written request for certification as a Fire Instructor III.
- (B) Copies of the completion certificates for each of the two courses.
- (C) Copy of Fire Instructor II certificate.
- (D) Verification of the experience requirement signed by the Fire Chief and written on department letterhead or signed by the Fire Science Coordinator and written on college letterhead.
- (E) The certification fee.

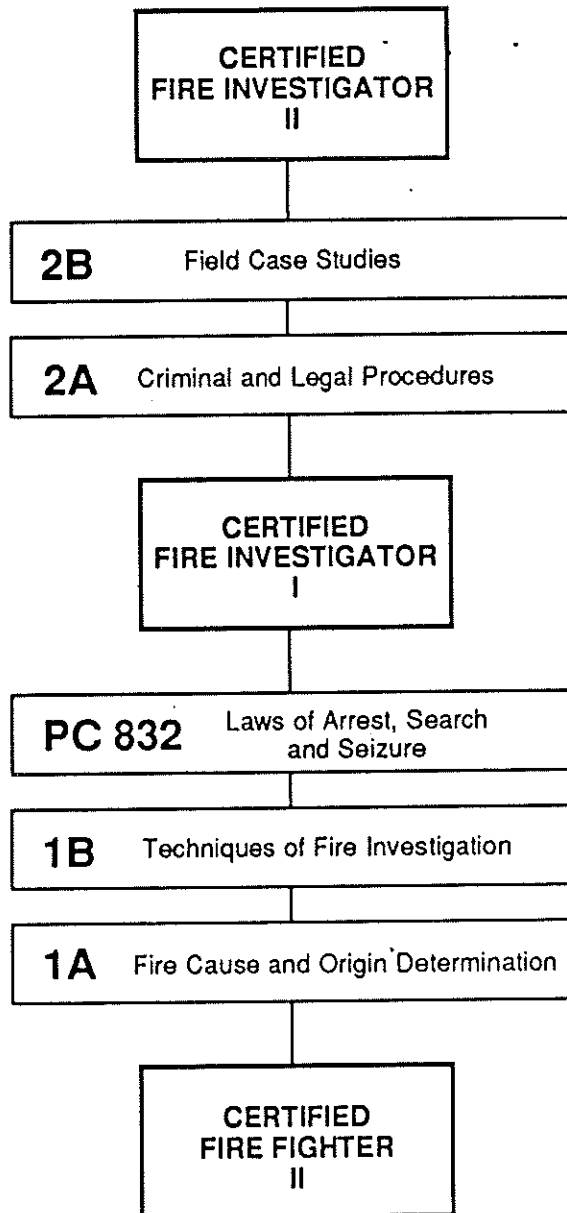
(5) EVALUATION

- (A) CFSTES scores the certification exam and mails notification of results to the participant after each course. A minimum of 70% score is required to receive certification credit.
- (B) Those passing the certification exam will receive a course certificate with their exam results.

Those failing the certification exam may retake the exam one time after 30 days from the original test date at no additional after 30 days from the original test date at no additional charge.

Those participants failing the certification exam both times must repeat the course.

# FIRE INVESTIGATOR



**FIRE INVESTIGATOR I****(a) PROGRAM OVERVIEW**

Fire Investigator I is the first level of certification in the career path leading to Fire Investigator II. Fire Investigator I covers those subject areas and skills necessary to conduct fire cause and origin investigations.

Three courses comprise the educational requirements:

- |                       |   |
|-----------------------|---|
| Fire Investigation 1A | - Fire Cause and Origin Determination   |
| Fire Investigation 1B | - Techniques of Fire Investigation  |
| PC 832                | - Basic Laws of Arrest, Search and Seizure (Not a CSFM course; offered only through POST) |

**(1) PURPOSE AND GOALS**

- (A) To set minimum performance standards for Fire Investigator I.
- (B) To identify the tasks a candidate must perform to obtain certification as a Fire Investigator I.
- (C) To establish a standard curriculum of fire investigation courses for California fire service training programs.
- (D) To provide the means for maintaining a record of training accomplishments.
- (E) To correlate SBFS certification standards with state and national certification program standards.  
  
Certification in California exceeds the requirements as identified in the National Professional Qualifications Board Standards.
- (F) To have all fire fighters in California become certified to an appropriate level.

**(2) TRAINING GUIDES AND RESOURCES**

- (A) A Fire Investigator I Career Development Guide providing an analysis of each task contained in the Fire Investigator I Program. This guide lists a performance standard for each task identified and an applicable reference source. (Under development)
- (B) An Instructor Guide for each course providing the instructor with lesson plans and objectives for all tasks included in the Fire Investigator I curriculum.
- (C) A Student Manual for each course.
- (D) A Certification Exam for each course.

## (b) CERTIFICATION GUIDELINES

## TO BECOME CERTIFIED:

(1) INSTRUCTION

- (A) Participants shall, through an Accredited Instructor, complete the training as specified in each of the two Instructor Guides.
- (B) See Section 23.00 for requirements on Accredited Instructors.
- (C) Successfully complete, with a 70% score, the certification exams for each of the two courses as proctored by the Accredited Instructor.
- (D) Successfully complete a POST approved PC 832 course.

(2) PREREQUISITE

- (A) Certified Fire Fighter II. Appointed to the rank of officer waives this prerequisite.  
*[If meeting Prerequisite (2)(A), applicant must comply with Experience (3)(A) or (3)(C)]*  
  
- or -
- (B) Completion of 30 semester units from an accredited college, of which 15 units must be from the Uniform Fire Technology, Fire Science or Criminal Justice curricula.  
  
*[If meeting Prerequisite (2)(B), applicant must comply with Experience (3)(B) or (3)(C)]*

(3) EXPERIENCE

- (A) Have completed a minimum of 2 years experience as a full-time, paid fire fighter in a California fire department and 1 year paid experience as a Fire Investigator for cause and origin determination. *[See Prerequisite (2)(A)]*  
  
- or -
- (B) Have completed a minimum of 3 years experience as a full-time, paid Fire Investigator for cause and origin determination in a California fire department or law enforcement agency. *[See Prerequisite (2)(B)]*  
  
- or -
- (C) Have had responsibility for cause and origin determination on 100 fires within California.

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to CFSTES:

- (A) An application form or written request for certification as a Fire Investigator I.
- (B) Copies of the completion certificates for each of the two courses.
- (C) Copy of the completion certificate or letter for PC 832.
- (D) Copy of Fire Fighter II certificate or verification of officer rank by the Fire Chief and written on department letterhead [if meeting Prerequisite (2)(A)].
- (E) Copies of college transcripts [if meeting Prerequisite (2)(B)].
- (F) Verification of the experience requirement and current employment signed by the Fire Chief, Police Chief or Sheriff and written on department letterhead.
- (G) The certification fee.

(5) EVALUATION

- (A) CFSTES scores the certification exam and mails notification of results to the participant after each course. A minimum of 70% score is required to receive certification credit.
- (B) Those passing the certification exam will receive a course certificate with their exam results.

Those failing the certification exam may retake the exam one time after 30 days from the original test date at no additional charge.

Those participants failing the certification exam both times must repeat the course.



## FIRE INVESTIGATOR II

## (a) PROGRAM OVERVIEW

Fire Investigator II is the final level in the Certified Fire Investigator track. Fire Investigator II certification is intended for those individuals that conduct fire investigations for their departments. This responsibility should include the full range of duties including cause and origin determination, complete investigation, arrest of suspects, case preparation and courtroom presentation.

This level of certification utilizes the Level 2 curriculum which establishes some Level 1 courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Fire Investigator II is only available to those certified as Fire Investigator I.

Two courses comprise the educational requirements:

- Fire Investigation 2A - Criminal and Legal Procedures
- Fire Investigation 2B - Field Case Studies

(1) PURPOSE AND GOALS

- (A) To set minimum performance standards for Fire Investigator II.
- (B) To identify the tasks a candidate must perform to obtain certification as a Fire Investigator II.
- (C) To establish a standard curriculum of fire investigation courses for California fire service training programs.
- (D) To provide the means for maintaining a record of training accomplishments.
- (E) To correlate SBFS certification standards with state and national certification program standards

Certification in California exceeds the requirements as identified in the National Professional Qualifications Board Standards.

- (F) To have all fire fighters in California become certified to an appropriate level.

(2) TRAINING GUIDES AND RESOURCES

- (A) A Fire Investigator II Career Development Guide providing an analysis of each task contained in the Fire Investigator II Program. This guide lists a performance standard for each task identified and an applicable reference source. (Under development)
- (B) An Instructor Guide for each course providing the instructor with lesson plans and objectives for all tasks included in the Fire Investigator II curriculum.
- (C) A Student Manual for each course.
- (D) A Certification Exam for each course.

## (b) CERTIFICATION GUIDELINES

## TO BECOME CERTIFIED:

(1) INSTRUCTION

- (A) Participants shall, through an accredited course conducted at a California Fire Academy Campus or through the California Fire Academy Outreach Program, complete the training as specified in each of the two Instructor Guides.
- (B) Successfully complete, with a 70% score, the certification exams for each of the two courses as proctored by the Accredited Instructor.

(2) PREREQUISITE

- (A) Certified Fire Investigator I.

(3) EXPERIENCE

This experience must involve the full range of investigative duties including cause and origin determination, evidence collection and preservation, interviewing and interrogations, securing search warrants, arrest of suspects, case preparation and courtroom presentation.

- (A) Have completed 2 years full-time, paid experience as a Fire Investigator in a California fire department or law enforcement agency with overall responsibility for fire investigations in your jurisdiction.

- or -

- (B) Have had overall responsibility for the investigation of 150 fires within California.

- and -

- (C) Have qualified as an expert witness in fire cause and origin determination in a California criminal court proceeding.

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to CFSTES:

- (A) An application form or written request for certification as a Fire Investigator II.
- (B) Copies of the completion certificates for each of the two courses.
- (C) Copy of Fire Investigator I certificate.
- (D) Verification of the experience requirement and current employment signed by the Fire Chief, Police Chief, or Sheriff and written on department letterhead.

This letter must also include verification of the expert witness qualification requirement.

- (E) The certification fee.

(5) EVALUATION

- (A) CFSTES scores the certification exam and mails notification of results to the participant after each course. A minimum of 70% score is required to receive certification credit.
- (B) Those passing the certification exam will receive a course certificate with their exam results.

Those failing the certification exam may retake the exam one time after 30 days from the original test date at no additional charge.

Those participants failing the certification exam both times must repeat the course.

(a) PROGRAM OVERVIEW

This Emergency Medical Technician training and certification program is designed to prepare fire service personnel to render prehospital basic life support services, including cardiopulmonary resuscitation, under field emergency conditions; to extricate and prepare victims for transport to an acute care hospital. In contrast to other EMS Authority approved EMT-1 programs, this EMT-1 NA/FS program emphasizes those skills most used in the fire service, including extrication skills.

(1) AUTHORITY

This EMT-1 NA/FS training and certification program is approved by the EMS Authority. The State of California Emergency Medical Services is the approving authority for all statewide prehospital emergency medical training programs. Health and Safety Code, Section 1797.173, CCR, T-22, Chapter 2, 100060(b).

(2) COMPONENTS OF THE PROGRAM

The California State Fire Marshal EMT-1 NA/FS program consists of three components:

- (A) EMT-1 NA/FS Basic Course
- (B) EMT-1 NA/FS Refresher Course (recertification, 24 hours plus testing)
- (C) EMT-1 NA/FS Crossover Module

(3) PURPOSE AND GOALS

- (A) To set minimum performance standards for Emergency Medical Technician-1.
- (B) To identify the tasks a candidate must perform to obtain certification as an EMT-1 NA/FS.
- (C) To establish a standard curriculum of EMT-1 NA/FS courses for California Recruit Fire Academies and in-service training programs.
- (D) To provide the means for maintaining a record of training accomplishments.
- (E) To correlate SBFS certification standards with State EMS certification program standards.
- (F) To have all fire fighters in California become certified to an appropriate level.

(4) TRAINING GUIDES AND RESOURCES

- (A) An EMT-1 NA/FS Instructor Guide providing the instructor with lesson plans and objectives for all tasks included in the EMT-1 NA/FS curriculum.
- (B) Approved student manuals are any one of the following:
  - 1. Emergency Care of the Sick and Injured, AAOS
  - 2. Prehospital Care and Crisis Intervention, Morton Publishing
  - 3. Emergency Care, Brady Publishing
- (C) An EMT-1 NA/FS Skills Proficiency Exam.
- (D) A Certification Exam for each course.

## (a) CERTIFICATION GUIDELINES

## TO BECOME CERTIFIED:

(1) INSTRUCTION

- (A) Participants shall, through an Accredited Instructor, complete the training as specified in the Instructor Guide.
- (B) See Section 24.00 for requirements on Accredited EMT-1 NA/FS Instructors.
- (C) Successfully complete all required skills tests as proctored by the Accredited Instructor.
- (D) Successfully complete, with a 70% score, the certification exam as proctored by the Accredited Instructor.

(2) PREREQUISITE

- (A) None

(3) EXPERIENCE

- (A) None

(4) APPLICATION

After training is completed, the following must be submitted to CFSTES *by the accredited course instructor*:

- (A) A completed certification exam answer sheet (Scantron).
- (B) An EMT-1 NA/FS Application for Certification card.  
This application card must be signed by the accredited course instructor.
- (C) The certification fee.

(5) EVALUATION

- (A) CFSTES scores the certification exam and mails notification of results to the department or applicant. A minimum of 70% score is required to receive certification credit.
- (B) Those passing the certification exam will receive an EMT-1 NA/FS certification wallet card with their exam results.

This wallet card will list name, certification number and date of issue.

Those failing the certification exam may retake the exam one time after 30 days from the original test date at no additional charge.

Those participants failing the certification exam both times must repeat the course.

(6) EXPIRATION OF CERTIFICATION

- (A) Certification as an EMT-1 NA/FS shall be for a maximum of 2 years from the date of issue (as listed on the wallet card).

## (a) CERTIFICATION GUIDELINES

## TO BECOME CERTIFIED:

(1) INSTRUCTION

- (A) Participants shall, through an Accredited Instructor, complete the training as specified in the Instructor Guide.
- (B) See Section 24.00 for requirements on Accredited EMT-1 NA/FS Instructors.
- (C) Successfully complete all required skills tests as proctored by the Accredited Instructor.
- (D) Successfully complete, with a 70% score, the certification exam as proctored by the Accredited Instructor.

(2) PREREQUISITE

- (A) Current EMT-1 NA/FS certificate or an EMT-1 NA/FS certificate that has been expired for no more than one year.

(3) EXPERIENCE

- (A) None

(4) APPLICATION

After training is completed, the following must be submitted to CFSTES *by the accredited course instructor*:

- (A) A completed certification exam answer sheet (Scantron).
- (B) An EMT-1 NA/FS Application for Certification card.  
This application card must be signed by the accredited course instructor.
- (C) The certification fee.



(5) EVALUATION

- (A) CFSTES scores the certification exam and mails notification of results to the department or applicant. A minimum of 70% score is required to receive certification credit.
- (B) Those passing the certification exam will receive an EMT-1 NA/FS certification wallet card with their exam results.

This wallet card will list name, certification number and date of issue.

Those failing the certification exam may retake the exam one time after 30 days from the original test date at no additional charge.

Those participants failing the certification exam both times must repeat the course.

(6) EXPIRATION OF CERTIFICATION

- (A) Certification as an EMT-1 NA/FS shall be for a maximum of 2 years from the date of issue (as listed on the wallet card).

(7) EMT-1 NA/FS RECERTIFICATION DATE SYNCHRONIZATION POLICY

The State Fire Marshal's Office and the State EMS Authority find it reasonable, and allowable in regulation, to shorten the certification period of some individuals in order to synchronize recertification dates of EMT-1 NA/FS certificates within an individual fire department. It is incumbent on the principal instructor to ensure compliance with this and all CFSTES policies pertaining to EMT training as well as statutes and regulations.

In order for an individual fire department to synchronize EMT recertification dates, the following process shall be adhered to:

- (A) All EMT's enrolled in the recertification course shall be notified of this policy by the principal instructor. The principal instructor shall also notify the students that some certification periods may be shortened because of this policy, but no certification periods shall be extended.
- (B) The request to CFSTES to synchronize dates shall be made on department letterhead and signed by the Chief of the department. This letter must accompany the initial request for accreditation or must accompany the returned course materials.

Late or after-the-fact requests will not be honored. It is the principal instructor's responsibility to enclose the letter and ensure receipt by CFSTES.

- (C) The certification date given each student will be the ending date of the course.
- (D) The process will only be allowed when all recertifying EMT's are employees or agents of a single requesting agency.
- (E) All individuals must otherwise meet all requirements for recertification in California Code of Regulations, Title 22.

## (b) USE OF TELEVISION IN THE TEACHING OF EMT-1 NA/FS REFRESHER CLASSES

- (1) There will be no regression in standards or instructional quality of EMT-1 NA/FS recertification.
  - (A) The same standards for primary instructors, curriculum breadth and depth, record keeping and CFSTES notification will apply to programs which employ television technology in the instructional delivery of EMT-1 NA/FS refresher classes.
  - (B) A competency-based pretest, based on established course objectives, shall be administered to all students within seven days prior to the start of instruction. The primary instructor will determine the apperceptive base of the EMT-1 NA/FS students and will modify the selection of topics of the refresher class (from the approved state curriculum).
- (2) Television instruction will be live. Video tapes of presentations will not replace the live instructional process. The students will have the opportunity to question the instructor on points they do not understand. The instructor will have the capability to ask overhead or direct questions of students and be able to alter the speed of delivery and coverage of curriculum to achieve the lesson objectives.
- (3) During the class, the primary instructor will evaluate the students' achievements of the didactic session's objectives by utilizing approved assistant instructors at each remote site and/or written evaluation. The application and evaluation phase of all manipulative skills will be monitored by the primary instructor and/or an assistant instructor at the remote locations.
- (4) To enable television instruction to have the same immediacy as standard classroom instruction, telephone or audio link communication will be kept open between the presenting instructor and all remote classroom areas where students are watching. The presenting instructor shall contact each remote group of students for interaction and feedback during the presentation and may, optionally, have a second telephone line available to be answered by instructional assistant who can coordinate questions from students.
- (5) If an alarm interrupts or prevents a remote site from participating in the television presentation, that site shall, at the discretion of the instructor, watch a video tape of the televised presentation and/or have a makeup session with the instructor. If in the opinion of the instructor, a large enough percentage of EMT students are not available at the presentation, he/she shall cancel or reschedule the television appearance.

## (a) CERTIFICATION GUIDELINES

## TO BECOME CERTIFIED:

(1) INSTRUCTION

- (A) Participants shall, through an Accredited Instructor, complete the training as specified in the Instructor Guide.
- (B) See Section 24.00 for requirements on Accredited EMT-1 NA/FS Instructors.
- (C) Successfully complete all required skills tests as proctored by the Accredited Instructor.
- (D) Successfully complete, with a 70% score, the certification exam as proctored by the Accredited Instructor.

(2) PREREQUISITE

- (A) Current EMT-1 A or EMT-1 NA certificate. Participants may not be in their grace period.

(3) EXPERIENCE

- (A) None

(4) APPLICATION

After training is completed, the following must be submitted to CFSTES by the accredited course instructor:

- (A) A completed certification exam answer sheet (Scantron).
- (B) An EMT-1 NA/FS Application for Certification card.  
This application card must be signed by the accredited course instructor.
- (C) A photocopy of the student's current EMT-1 A or EMT-1 NA card.
- (D) The certification fee.

(5) EVALUATION

- (A) CFSTES scores the certification exam and mails notification of results to the department or applicant. A minimum of 70% score is required to receive certification credit.
- (B) Those passing the certification exam will receive an EMT-1 NA/FS certification wallet card with their exam results.

This wallet card will list name, certification number and date of issue.

Those failing the certification exam may retake the exam one time after 30 days from the original test date at no additional charge.

Those participants failing the certification exam both times must repeat the course.

(6) EXPIRATION OF CERTIFICATION

- (A) The expiration date for the EMT-1 NA/FS certificate issued under the crossover provisions *shall be the same* as the expiration date of the individual's current EMT-1 A or EMT-1 NA certificate.

(7) SPECIAL REQUIREMENTS

- (A) All EMT-1 A or EMT-1 NA students must complete the FS Module, skills testing, and pass the 25-item written examination prior to attending an EMT-1 NA/FS refresher class.
- (B) A Fire Service Module for EMT-1 A or EMT-1 NA crossover cannot be conducted simultaneously with an EMT-1 NA/FS refresher course. Under these circumstances, the EMT-1 A or EMT-1 NA students would not yet be eligible for the recertification class.

## CERTIFICATION OF PARAMEDICS AND EMT-II's to EMT-1 NA/FS

## (a) CERTIFICATION GUIDELINES

## TO BECOME CERTIFIED:

(1) INSTRUCTION

- (A) Participants shall, through an Accredited Instructor, complete a refresher course as specified in the Instructor Guide.
- (B) See Section 24.00 for requirements on Accredited EMT-1 NA/FS Instructors.
- (C) Successfully complete all required skills tests as proctored by the Accredited Instructor.
- (D) Successfully complete, with a 70% score, the certification exam as proctored by the Accredited Instructor.

(2) PREREQUISITE

- (A) Current Paramedic or EMT-II certificate or a certificate that has been expired for no more than one year.

(3) EXPERIENCE

- (A) None

(4) APPLICATION

After training is completed, the following must be submitted to CFSTES by the accredited course instructor:

- (A) A completed certification exam answer sheet (Scantron).
- (B) An EMT-1 NA/FS Application for Certification card.  
This application card must be signed by the accredited course instructor.
- (C) A photocopy of the student's Paramedic or EMT-II card.
- (D) The certification fee.

(5) EVALUATION

- (A) CFSTES scores the certification exam and mails notification of results to the department or applicant. A minimum of 70% score is required to receive certification credit.
- (B) Those passing the certification exam will receive an EMT-1 NA/FS certification wallet card with their exam results.

This wallet card will list name, certification number and date of issue.

Those failing the certification exam may retake the exam one time after 30 days from the original test date at no additional charge.

Those participants failing the certification exam both times must repeat the course.

(6) EXPIRATION OF CERTIFICATION

- (A) Certification as an EMT-1 NA/FS shall be for a maximum of 2 years from the date of issue (as listed on the wallet card).
- (B) The certification date given will be the ending date of the course.

## ACCREDITED REGIONAL COURSE DELIVERY

## (a) OVERVIEW

There are three types of accredited regional courses. They are 1) Fire Fighter, 2) Volunteer Fire Officer and 3) Level 1, which includes Fire Officer. These courses are delivered regionally through community colleges and/or local sponsors.

## (b) LEVEL 1 COURSES

There are currently fourteen Level 1 courses:

- |      |                                      |  |
|------|--------------------------------------|--|
| (1)  | EMT-1 NA/FS                          | (Basic, Refresher, Crossover)                  |
| (2)  | Fire Apparatus<br>Driver/Operator 1A | (Emergency Vehicle Operation)                  |
| (3)  | Fire Apparatus<br>Driver/Operator 1B | (Pump Operation)                               |
| (4)  | Fire Command 1A                      | (Command Principles for Company Officers)      |
| (5)  | Fire Command 1B                      | (Hazardous Materials for Company Officers)     |
| (6)  | Fire Instructor 1A                   | (Instructional Techniques, Part 1)             |
| (7)  | Fire Instructor 1B                   | (Instructional Techniques, Part 2)             |
| (8)  | Fire Investigation 1A                | (Fire Cause and Origin Determination)          |
| (9)  | Fire Investigation 1B                | (Techniques of Fire Investigation)             |
| (10) | Fire Management 1                    | (Management/Supervision for Company Officers)  |
| (11) | Fire Prevention 1A                   | (Fire Inspection Practices)                    |
| (12) | Fire Prevention 1B                   | (Code Enforcement)                             |
| (13) | Fire Prevention 1C                   | (Flammable Liquids and Gases)                  |
| (14) | Public Education 1                   | (Systematic Planning and Communication Skills) |

## (c) LEVEL 1 COURSES ARE SUPPORTED BY:

- (1) A standard curricula
- (2) An instructor guide
- (3) A student manual (or student materials)
- (4) A certification examination
- (5) Accredited instructors who meet established prerequisites and have attended an instructor orientation course.

(d) VOLUNTEER FIRE OFFICER COURSES

There are currently fifteen Volunteer Fire Officer courses:

- (1) Building Construction for Fire Suppression Forces  
(Principles of Wood and Ordinary Construction)
- (2) Building Construction for Fire Suppression Forces  
(Noncombustibles and Fire Resistive Construction)
- (3) Commanding the Initial Response
- (4) Conducting Basic Fire Inspections
- (5) Fire and Arson Detection
- (6) Fire Fighter Safety and Survival
- (7) Fire Service Supervision (Increasing Personal Effectiveness)
- (8) Fire Service Supervision (Increasing Team Effectiveness)
- (9) Haz Mat Incident Analysis
- (10) Haz Mat/The Pesticide Challenge
- (11) Incident Command System
- (12) Instructional Techniques for Company Officers
- (13) Preparing for Incident Command
- (14) Public Fire Education Planning
- (15) Volunteer Fire Service Management

(e) VOLUNTEER FIRE OFFICER COURSES ARE SUPPORTED BY:

- (1) A standard curricula
- (2) An instructor guide
- (3) A student manual
- (4) Accredited Volunteer Fire Officer instructors who meet established prerequisites and have attended an Instructor Orientation course.

(f) FIRE FIGHTER COURSES

There are currently three Fire Fighter courses:

- (1) Volunteer Fire Fighter
- (2) Fire Fighter I
- (3) Fire Fighter II

(g) FIRE FIGHTER COURSES ARE SUPPORTED BY:

- (1) A standard curricula
- (2) An instructor guide for Fire Fighter I and II
- (3) A certification examination for Fire Fighter II
- (4) Approved instructors who meet established prerequisites



## REGIONAL COURSE ACCREDITATION INSTRUCTIONS

## (a) INSTRUCTIONS

CFSTES offers many regional courses as indicated in Section 20.00. Each of these courses may be accredited toward State Board of Fire Services certification providing the following requirements are met:

- (1) A letter requesting accreditation is submitted to CFSTES at least *four weeks prior* to the starting date of the course. The letter must contain:
  - (A) COURSE TITLE
  - (B) Beginning and ending DATES
  - (C) LOCATION where the course will be conducted
  - (D) Anticipated NUMBER of students (maximum)
  - (E) A statement confirming the use of the SBFS Approved COURSE CURRICULUM
  - (F) The name(s) of:
    1. the PRINCIPAL INSTRUCTOR (must be an Accredited Regional Instructor)
    2. all ASSISTANT INSTRUCTORS and GUEST LECTURERS who will be instructing during the course
  - (G) The number of student MANUALS and BINDERS required
  - (H) SHIPPING information
- (2) At the conclusion of the course, the complete instructional packet must be submitted to CFSTES:
  - (A) A copy of the course INVOICE
  - (B) Completed TALLY SHEET and PAYMENT of course fees
    - Courses will not be processed until all fees are received
    - Only one check or money order from the instructor or host agency can be submitted
  - (C) ALL TEST BOOKLETS (Courses cannot be processed until all test booklets are returned)
  - (D) All UNUSED student manuals and binders returned for credit
    - Used manuals and binders may not be returned for credit
  - (E) Completed STUDENT ROSTER
  - (F) Completed Scantron ANSWER SHEET for each student
  - (G) Completed ENROLLMENT CARD for each student

- (3) Regional courses will NOT be recognized for credit toward certification unless properly accredited by CFSTES. Accreditation will NOT be given after the fact. CFSTES approval must be obtained prior to the beginning of the course.
- (4) Advertisements for properly accredited courses may use the following statement:  

*Accredited by the California Fire Service Training and Education System  
for credit toward State Board of Fire Services certification.*
- (5) Requests for accreditation need NOT be submitted for fire fighter courses.

## COURSE FEE REMITTANCE FOR INSTRUCTORS

## (a) OVERVIEW

All fees for course registration, student manuals, binders and certification enrollments collected during a course must be made payable to the accredited instructor. The accredited instructor must submit one check to CFSTES for all fees due.

- (1) Accredited Instructors must submit one check with all course materials within two weeks of course completion as indicated in the letter of accreditation, unless other prior written arrangements have been established.
  - (A) Those instructors who fail to return their course materials and fees within the two week time-frame will receive a notice from the California State Fire Marshal's office reminding them of their obligation and advising the instructor that he/she will not be accredited for another class until all materials and monies are submitted for their current outstanding class.
  - (B) A second notice will be sent out two weeks later and failure to respond to these two notices will result in that instructor being removed from the CSFM accredited instructor list.
  - (C) In order to reinstate, the instructor must re-apply to become an accredited instructor and attend a CSFM instructor orientation class.

## APPROVED INSTRUCTOR

## (a) REQUIREMENTS

An Approved Instructor is authorized to instruct the Volunteer Fire Fighter, Fire Fighter I, and Fire Fighter II programs. In addition, Approved Instructors are authorized to "sign off" required tasks on Volunteer Fire Fighter, Fire Fighter I, and Fire Fighter II training records.

## (1) Approved Instructors must meet one of the following requirements:

(A) Completion of Fire Instructor 1A & Fire Instructor 1B

- or -

(B) Certified Fire Instructor I

- or -

(C) Current/valid Limited Service (Fire Science) Community College teaching credential

- or -

(D) Completion of the UC/CSU 60-hour Techniques of Teaching course

- or -

(E) Four semester units of upper division credit in educational materials, methods and curriculum development

## ACCREDITED VOLUNTEER FIRE OFFICER INSTRUCTOR

## (a) REQUIREMENTS

Accredited Volunteer Fire Officer Instructors may qualify to teach one or more of the Volunteer Fire Officer courses.

(1) To become an Accredited Volunteer Fire Officer Instructor, applicant shall:

(A) Have attended and passed any one of the following:

1. Fire Instructor 1A and 1B
2. UC/CSU's 60-hour Techniques of Teaching course
3. NFA's Fire Service Instructional Methodology
4. Four upper division units of educational methods, materials and curriculum development

- or -

5. Hold a current/valid limited service (Fire Science) Community College Teaching Credential.

(B) In either a volunteer, paid, or combination (volunteer and paid) department, have a minimum of three years qualifying experience, including:

holding the rank of Fire Officer

- or -

holding a specialty position in the area you wish to teach.

Determined by resume evaluation and written verification from the Fire Chief.

(C) Have attended an Accredited Regional Instructor Orientation as delivered by the California State Fire Marshal.

Prospective instructors must satisfy all instructor requirements and become accredited within two years of attending the Regional Instructor Orientation.

(D) Submit a completed resume.

NOTE: To maintain instructor accreditation, see Section 22.00(c).

## (b) RESPONSIBILITIES

- (1) Accredited Volunteer Fire Officer Instructors are responsible for:
  - (A) Ensuring all objectives of the course curriculum are met.
  - (B) Teaching at least 50% of the course.
  - (C) Ensuring all administrative requirements are completed in accordance with printed guidelines.
  - (D) Supervising all Assistant Instructors and Guest Lecturers utilized during a course.
- (2) Assistant Instructors may, under supervision of an Accredited Instructor: [See Section 22.01 for Assistant Instructor Requirements]
  - (A) Teach no more than 50% of a course.
  - (B) Participate in the proctoring of quizzes.
- (3) Guest Lecturers may, under direct supervision of an Accredited Instructor: [See Section 22.01 for Guest Lecturer Requirements]
  - (A) Be utilized for those topics which by experience and education they are qualified.
  - (B) Be utilized for no more than a total of 20% of a course.

## (c) MAINTENANCE

(1) To maintain accreditation, an Accredited Volunteer Fire Officer Instructor must:

(A) Teach a minimum of one Volunteer Fire Officer course every three years

- or -

(B) Attend an Accredited Regional Instructor Orientation, as delivered by the California State Fire Marshal, once every three years

(C) Based on the effective date of this policy (January 1, 1988), instructors must satisfy the provisions of (A) or (B) above by January 1, 1991. Instructors accredited after January 1, 1988 must satisfy the provisions within three years after their accreditation date.

(D) Accredited Instructors must purchase a copy of an updated CFSTES Policies and Procedures Manual as they become available.

## (a) REQUIREMENTS

(1) Assistant Instructors used for an accredited Volunteer Fire Officer regional course shall:

(A) Have attended and passed any one of the following:

1. Fire Instructor 1A and 1B
2. UC/CSU's 60-hour Techniques of Teaching course
3. NFA's Fire Service Instructional Methodology
4. Four upper division units of educational methods, materials and curriculum development

- or -

5. Hold a current/valid limited service (Fire Science) Community College Teaching Credential.

(B) In either a volunteer, paid, or combination (volunteer and paid) department, have a minimum of three years qualifying experience, including:

holding the rank of Fire Officer

- or -

holding a specialty position in the area you wish to teach.

Determined by resume evaluation and written verification from the Fire Chief.

(C) Teach no more than 50% of the course.

(2) Guest Lecturers used for an accredited Volunteer Fire Officer regional course shall:

(A) Have documentation of expertise in the subject on which they intend to lecture.

(B) Instruct no more than a total of 20% of the course.

NOTE: The Accredited Instructor is responsible for ensuring that all Assistant Instructors and Guest Lecturers meet the requirements listed above.

Upon request, the Accredited Instructor will provide CFSTES documentation verifying these requirements.



## ACCREDITED REGIONAL INSTRUCTOR

## (a) REQUIREMENTS

Accredited Instructors may qualify to teach in one or more of the following Level 1 regional course disciplines:

Fire Command  
Fire Management

Fire Investigation  
Public Education

Fire Prevention  
Driver/Operator

(1) To become an Accredited Instructor, applicant shall:

(A) Have attended and passed any one of the following:

1. Fire Instructor 1A and 1B
2. UC/CSU's 60-hour Techniques of Teaching course
3. NFA's Fire Service Instructional Methodology
4. Four upper division units of educational methods, materials and curriculum development

(B) Have attended and passed all of the accredited courses within the subject area you wish to teach.

(C) Have a minimum of three year's experience in the subject area (includes having held the position or rank within the department)

Command/Management	= company officer for at least three years
Driver/Operator	= engineer for at least three years
Investigation	= arson investigator for at least three years
Prevention	= prevention officer for at least three years
Public Education	= public education officer for at least three years

Determined by resume evaluation and written verification from the Fire Chief.

(D) Have completed at least 80 hours of teaching within a fire service related program.

Determined by resume evaluation and written verification from the Fire Chief.

(E) Have attended an Accredited Regional Instructor Orientation as delivered by the California State Fire Marshal.

Prospective instructors must satisfy all instructor requirements and become accredited within two years of attending the Regional Instructor Orientation.

(F) Submit a completed resume.

NOTE: To maintain instructor accreditation, see Section 23.00(c)

## ACCREDITED REGIONAL INSTRUCTOR

## (b) RESPONSIBILITIES

## (1) Accredited Instructors are responsible for:

- (A) Ensuring all objectives of the course curriculum are met.
- (B) Teaching at least 50% of the course.
- (C) Ensuring all administrative requirements are completed in accordance with printed guidelines.
- (D) Supervising all Assistant Instructors and Guest Lecturers utilized during a course.
- (E) Ensuring the security and proper administration of the certification exam.
- (F) Verifying the eligibility of each student taking the exam.
- (G) Proctoring the performance exam when utilized.
- (H) Proctoring the certification exam.
- (I) Proctoring retake, make-up, or equivalency exams.

## (2) Assistant Instructors may, under supervision of an Accredited Instructor: [See Section 23.01 for Assistant Instructor requirements]

- (A) Teach no more than 50% of a course.
- (B) Participate in the proctoring of quizzes.

(3) Guest Lecturers may, under direct supervision of an Accredited Instructor: [See Section 23.01 for Guest Lecturer requirements]

- (A) Be utilized for those topics which by experience and education they are qualified.
- (B) Be utilized for no more than a total of 20% of a course.

## ACCREDITED REGIONAL INSTRUCTOR

## (c) MAINTENANCE

(1) To maintain accreditation, an Accredited Instructor must:

(A) Teach a minimum of one course in any one of his/her accredited subject areas every three years

- or -

(B) Attend an Accredited Regional Instructor Orientation, as delivered by the California State Fire Marshal, once every three years

(C) Based on the effective date of this policy (January 1, 1988), instructors must satisfy the provisions of (A) or (B) above by January 1, 1991. Instructors accredited after January 1, 1988 must satisfy the provisions within three years after their accreditation date.

(D) Accredited Instructors must purchase a copy of an updated CFSTES Policies and Procedures Manual as they become available.

## ASSISTANT REGIONAL INSTRUCTOR/GUEST LECTURER

## (a) REQUIREMENTS

(1) Assistant Instructors used for an accredited regional course shall:

(A) Have attended and passed any one of the following:

1. Fire Instructor 1A and 1B
2. UC/CSU's 60-hour Techniques of Teaching course
3. NFA's Fire Service Instructional Methodology
4. Four upper division units of educational methods, materials and curriculum development

(B) Have attended and passed all of the accredited courses within the subject area you wish to teach.

(C) Have a minimum of three year's experience in the subject area (includes having held the position or rank within the department)

Command/Management	= company officer for at least three years
Driver/Operator	= engineer for at least three years
Investigation	= arson investigator for at least three years
Prevention	= prevention officer for at least three years
Public Education	= public education officer for at least three years

Determined by resume evaluation and written verification from the Fire Chief.

(D) Teach no more than 50% of the course.

(2) Guest Lecturers used for an accredited regional course shall:

(A) Have documentation of expertise in the subject on which they intend to lecture.

(B) Instructor no more than a total of 20% of the course.

NOTE: The Accredited Instructor is responsible for ensuring that all Assistant Instructors and Guest Lecturers meet the requirements listed above.

Upon request, the Accredited Instructor will provide CFSTES documentation verifying these requirements.

## ACCREDITED EMT-1 NA/FS INSTRUCTOR

## (a) REQUIREMENTS

To become an Accredited EMT-1 NA/FS Instructor, applicant shall:

- (1) Be a physician, registered nurse, or Physician's Assistant currently licensed in California.

- or -

Be an EMT-Paramedic or EMT-II currently or previously certified in California.

- (2) Have attended and passed any one of the following:

1. Fire Instructor 1A and 1B
2. UC/CSU's 60-hour Techniques of Teaching course
3. NFA's Fire Service Instructional Methodology
4. Four upper division units of educational methods, materials and curriculum development

- (3) Have at least two years academic or clinical experience in the practice of emergency medicine or prehospital care in the last five years.

Verification of this experience must be signed by the Fire Chief, Director of Nursing or College Administrator and be submitted on department letterhead.

- (4) Be approved by the Program Director, in coordination with the Program Clinical Coordinator.

- (5) Complete an Accredited EMT-1 NA/FS Instructor Orientation as delivered by California State Fire Marshal.

Prospective instructors must satisfy all instructor requirements and become accredited within one year of attending the EMT-1 NA/FS Instructor Orientation.

- (6) Submit a completed resume.

NOTE: To maintain instructor accreditation, see Section 24.00(c).

## (b) RESPONSIBILITIES

- (1) Accredited EMT-1 NA/FS Instructors are responsible for:
  - (A) Ensuring all objectives of the course curriculum are met.
  - (B) Teaching at least 50% of the course.
  - (C) Ensuring all administrative requirements are completed in accordance with printed guidelines.
  - (D) Supervising all Assistant Instructors and Guest Lecturers utilized during a course. [See Section 24.01 for Assistant Instructor/Guest Lecturer requirements]
  - (E) Ensuring the security and proper administration of the certification exam.
  - (F) Verifying the eligibility of each student taking the certification exam.
  - (G) Supervising the skills proficiency exams.
  - (H) Proctoring the certification exam.
  - (I) Proctoring retake, make-up, or equivalency exams.
- (2) Assistant Instructors may, under supervision of an Accredited EMT-1 NA/FS Instructor:
  - (A) Teach no more than 50% of a course.
  - (B) Participate in the proctoring of quizzes.
  - (C) Proctor skills proficiency exams.
- (3) Guest Lecturers may, under direct supervision of an Accredited EMT-1 NA/FS Instructor:
  - (A) Be utilized for those topics which by experience and education they are qualified.
  - (B) Be utilized for no more than a total of 20% of a course.

## ACCREDITED EMT-1 NA/FS INSTRUCTOR

## (c) MAINTENANCE

- (1) To maintain accreditation, an Accredited EMT-1 NA/FS Instructor must:
- (A) Teach a minimum of one EMT-1 NA/FS course every three years
  - or -
  - (B) Attend an Accredited EMT-1 NA/FS Instructor Orientation, as delivered by the California State Fire Marshal, once every three years
  - (C) Attend an Accredited EMT-1 NA/FS Instructor Update course, as delivered by the California State Fire Marshal, as required
  - (D) Based on the effective date of this policy (January 1, 1988), instructors must satisfy the provisions of (A) or (B) above by January 1, 1991. Instructors accredited after January 1, 1988 must satisfy the provisions within three years after their accreditation date.
  - (E) Accredited Instructors must purchase a copy of an updated CFSTES Policies and Procedures Manual as they become available.

## ASSISTANT EMT-1 NA/FS INSTRUCTOR/GUEST LECTURER

## (a) REQUIREMENTS

(1) Assistant EMT-1 NA/FS Instructors used for an accredited regional course shall:

(A) Be a physician, registered nurse, or Physician's Assistant currently licensed in California.

- or -

Be an EMT-Paramedic or EMT-II currently or previously certified in California.

- or -

Be an EMT-1 currently certified in California.

(B) Have attended and passed any one of the following:

1. Fire Instructor 1A and 1B
2. UC/CSU's 60-hour Techniques of Teaching course
3. NFA's Fire Service Instructional Methodology
4. Four upper division units of educational methods, materials and curriculum development

(C) Have a minimum of two years experience in the practice of emergency medicine or prehospital care in the last five years.

(D) Teach no more than 50% of the course.

(2) Guest Lecturers used for an accredited regional EMT-1 NA/FS course shall:

(A) Have documentation of expertise in the subject on which they intend to lecture.

(B) Instruct no more than a total of 20% of the course.

NOTE: The Accredited Instructor is responsible for ensuring that all Assistant Instructors and Guest Lecturers meet the requirements listed above.

Upon request, the Accredited Instructor will provide CFSTES documentation verifying these requirements.



**ACCREDITED MASTER INSTRUCTOR****(a) REQUIREMENTS**

Accredited Master Instructors are qualified to teach Fire Instructor 1A and Fire Instructor 1B.

(1) To become an Accredited Master Instructor, applicant shall:

- (A) Have attended and passed Fire Instructor 1A and 1B.
- (B) Have attended and passed Fire Instructor 2A, 2B and 2C.
- (C) Have attended and passed Fire Instructor 3.
- (D) Have attended an Accredited Regional Instructor Orientation as delivered by the California State Fire Marshal.

Prospective Master Instructors must satisfy all instructor requirements and become accredited to teach within two years of attending the Regional Instructor Orientation.

- (E) Have completed at least 160 hours of teaching within a fire service related program.
- (F) Submit a completed resume.

NOTE: To maintain instructor accreditation, see Section 25.00(c)

## (b) RESPONSIBILITIES

- (1) Accredited Master Instructors are responsible for:
  - (A) Ensuring all objectives of the course curriculum are met.
  - (B) Teaching at least 50% of the course.
  - (C) Ensuring all administrative requirements are completed in accordance with printed guidelines.
  - (D) Supervising all Assistant Instructors and Guest Lecturers utilized during a course.
  - (E) Ensuring the security and proper administration of the certification exam.
  - (F) Verifying the eligibility of each student taking the certification exam.
  - (G) Proctoring the performance exam when utilized.
  - (H) Proctoring the certification exam.
  - (I) Proctoring retake, make-up, or equivalency exams.
- (2) Assistant Instructors may, under supervision of an Accredited Instructor: [See Section 25.01 for Assistant Instructor requirements]
  - (A) Teach no more than 50% of a course.
  - (B) Participate in the proctoring of quizzes.
- (3) Guest Lecturers may, under direct supervision of an Accredited Instructor: [See Section 25.01 for Guest Lecturer requirements]
  - (A) Be utilized for those topics which by experience and education they are qualified.
  - (B) Be utilized for no more than a total of 20% of a course.

## ACCREDITED MASTER INSTRUCTOR

## (c) MAINTENANCE

(1) To maintain accreditation, an Accredited Master Instructor must:

(A) Teach a minimum of one Fire Instructor 1A or 1B course every three years.

- or -

(B) Attend and pass a Fire Instructor 3 (Master Instructor) course, as delivered by the California State Fire Marshal, once every three years.

- or -

(C) Teach a minimum of one FSTEP or accredited course you are authorized to teach each year.

(D) Attend a Master Instructor re-accreditation course, delivered by the California State Fire Marshal, as required.

(E) Based on the effective date of this policy (January 1, 1988), instructors must satisfy the provisions of (A) or (B) above by January 1, 1991. Instructors accredited after January 1, 1988 must satisfy the provisions within three years after their accreditation date.

(F) Accredited Instructors must purchase a copy of an updated CFSTES Policies and Procedures Manual as they become available.

## ASSISTANT MASTER INSTRUCTOR/GUEST LECTURER

## (a) REQUIREMENTS

- (1) Assistant Instructors used for an accredited Fire Instructor 1A or 1B regional course shall:

(A) Be a Master Instructor.

(B) Teach no more than 50% of the course.

- (2) Guest Lecturers used for an accredited Fire Instructor 1A or 1B regional course shall:

(A) Have documentation of expertise in the subject on which they intend to lecture.

(B) Instruct no more than a total of 20% of the course.

NOTE: The Master Instructor is responsible for ensuring that all Assistant Instructors and Guest Lecturers meet the requirements listed above.

Upon request, the Master Instructor will provide CFSTES documentation verifying these requirements.

**INSTRUCTOR ACCOUNTABILITY****(a) METHOD OF EVALUATING ACCOUNTABILITY****(1) Teaching Skills**

- (A) Every accredited course will be evaluated by the students in the class. A written evaluation form is given at the class, and each student has the opportunity to complete and mail it to CFSTES.

Written evaluations are reviewed by California State Fire Marshal, Training Division staff. Severe problems or trends are noted and acted on immediately. Average evaluations are filed and utilized to identify trends or continuity of the instructor's classes.

- (B) Site visits are also conducted by Training Division staff and should not be construed as negative contact. There are generally four reasons that site visits are done: 1) when staff is in the geographical vicinity, 2) to evaluate an exceptional instructor, 3) to evaluate an instructor who has chronic problems, and 4) to ensure that an accredited instructor is teaching the class. The Training Division staff attempts to be accessible for comments or questions about the system. Site visits are a way to make staff accessible to instructors, students or training coordinators statewide.

Site visits to EMT-1 NA/FS courses may be conducted by individuals other than Training Division staff. Fire Service Training Specialists may be accompanied by a member of the State Fire Marshal EMS Advisory Committee. The purpose of this is to ensure both medical accuracy in the materials presented as well as appropriate techniques of teaching. The Program Director or Program Clinical Coordinator may make site visits as well as a representative of the State EMS Authority.

- (C) Direct written comments/complaints will be handled in the same way as formal written evaluations. Verbal comments/complaints will not be acted on. Verbal complainants will be requested to submit their comments in writing.

**(b) ACTION TO ENSURE ACCOUNTABILITY**

On rare occasions corrective action is necessary to ensure compliance with the policies of the California State Fire Marshal, and to call to the instructor's attention any problems that have arisen during or after a course.

The California State Fire Marshal views this section with seriousness as we realize that revoking an individual's instructor accreditation has far reaching effects. For that reason, we will afford all rights and privileges that are normally found in an administrative hearing, including appeal rights.

(b) ACTION TO ENSURE ACCOUNTABILITY (continued)

(1) Revocation of Accreditation

- (A) Revocation of accreditation, the most serious form of action, is adverse action that may be heard administratively.
- (B) It will be based on documented evidence of policy breaches or flagrant misbehavior as an instructor while conducting an accredited course.
- (C) The instructor will receive written notification of the revocation. The notification will include specific details of the policy breaches or other infractions and the penalty imposed. This notification will be made by the Chief, Training Division.
- (D) The instructor will be given a specified period of time to respond to the notice of revocation in writing.
- (E) The instructor will be informed that the appeal process exists and that he/she may access it. The appeal steps will be as follows:
  - 1. Chief Deputy Director
  - 2. State Fire Marshal
  - 3. State Board of Fire Services

The State Fire Marshal will schedule all hearings. Administratively, the State Board of Fire Services' decision is final and binding.

(2) Denial of Accreditation

- (A) Denial of accreditation is adverse action that may be heard administratively.
- (B) It will be based on documented evidence of incompetence, unwillingness to abide by policy, negative recommendations or other quantifiable factors.
- (C) The appeal process will be the same as (b)(1)(D) and (E) of this section.
- (D) The appeal is actionable only if all other instructor requirements are fulfilled and the only issue is the documented evidence as stated in (b)(2)(B) above.

(3) Lesser Action

- (A) Corrective comment: This is the least serious in terms of adverse action. When personal contact, either on the telephone or in person will suffice to correct the problem, this will be the tool.
- (B) Written comment: This form of comment will serve as documentation in the instructor's file of a policy breach or infraction.
- (C) Multiple written comments may lead to a notice of instructor revocation.

(4) Reinstatement

Reinstatement as an accredited instructor can be achieved by:

- (A) Meeting all terms of disciplinary action.
- (B) Re-apply for instructor accreditation.

## TEST SECURITY

## (a) OVERVIEW

Instructors are responsible for the security of all tests they are issued. It costs CFSTES approximately \$2,500 to develop a 50 question certification exam. When test security is breached, it is necessary to create a new exam. To help offset these costs, the following policy is implemented effective March 1, 1985:

- (1) Any Instructor who loses a test, or allows test security to be breached, will be charged \$250.00 to help offset the cost of developing another test. This fee must be paid before the instructor is authorized to teach another accredited course.

- (2) When an Instructor is sent tests, a form will be included listing the number of each test in the package.

The Instructor is responsible for checking the numbers of the tests against the numbers listed on the form. Any discrepancies are to be reported to CFSTES immediately, as the Instructor will be held responsible for all tests listed on the form.

- (3) Failure to strictly adhere to test security may result in revocation (or other disciplinary action relative) to an instructor's accreditation.



## ACCESS TO STUDENT RECORDS

## (a) OVERVIEW

CFSTES is a "Post Secondary Education Provider," and, as such, must adhere to the laws and regulations governing post secondary education. The Education Code, Chapter 13, Section 67143, specifically prohibits access to student records without the written consent of the student, under Judicial order, or under a few specific exceptions.

- (1) To meet these requirements, all requests for information regarding student records (including certification) must be in writing and include the student's signature, social security number and mailing address.

The exceptions to this policy are:

- (A) If the student applies for a position with a public agency which requires certification, the application for the position will be considered written permission to release the specific information required. The request for this information must come from the public agency in writing.
- (B) Instructors and Community College Fire Technology Coordinators may have access to that portion of the student record in which they have a legitimate educational interest. As an example, instructors will still receive the scores for courses taught, and Community College Fire Technology Coordinators have access to scores if the student has applied to the college for credit.

## STATE FIRE MARSHAL REGIONAL ACADEMY

## (a) OVERVIEW

A State Fire Marshal Regional Academy is a Community College, Fire Department or Fire Service organization which delivers CFSTES courses on a regular basis and commits to meeting the following criteria:

- (1) To offer each of the eight Fire Officer courses following the State Fire Marshal curriculum at least once every two years.
- (2) To conduct a Fire Fighter I Recruit Academy using the State Fire Marshal Fire Fighter I Instructor Guide at least once a year. (See Section 02.02)
- (3) To offer EMT-1 NA/FS or EMT-1 A training at least once a year.
- (4) To offer any two of the following FSTEP courses per year:

■ Fire Control I	■ Basic Volunteer Fire Fighting Principles
■ Fire Control II	■ Emergency Vehicle Operation for Volunteer Departments
■ Fire Control III	■ Over-the-Side Rescue
■ Fire Control IV	■ Pump Operations for Volunteers
■ Fire Control V	■ River and Flood Water Rescue
■ Fire Control VI	■ Specialized Apparatus
■ Fire Control VII	■ Trench Rescue
■ Auto Extrication	

- (b) A community college, fire department or organization which desires to be designated a State Fire Marshal Regional Academy must submit a written request to CFSTES each year stating its agreement to meet the required criteria as a condition of its approval and a listing of course offerings verifying this fact.

- (1) Each participant in this program will be recognized by the State Fire Marshal for each year of compliance with a certificate identifying them as a Regional Academy.
- (2) Regional Academy recognition must be renewed each year according to the criteria above.

## COURSE RECOGNITION

## (a) OVERVIEW

Once again, the California Fire Service Training & Education System will grant course credit toward CFSTES certification to students who completed old State Fire Marshal, State Fire Training, or California Fire Academy courses -- without having to pass the State Board of Fire Services certification exam.

As the certification system developed, it became apparent that fire personnel who successfully completed our courses many years ago were being denied certification credit because of the provision that required them to pass the SBFS certification exam.

In an effort to enable these past students to participate (without additional testing), CFSTES has adopted the following policy for recognizing our past courses for credit toward certification. Effective June 1986, all past State Fire Marshal, State Fire Training, and California Fire Academy courses in **Command, Instructor Training, Investigation, Management, Prevention, and Public Education** may be granted certification credit toward current and future position certificates without additional testing.

(1) APPLICATION

The following must be submitted to CFSTES:

- (A) A Petition for Course Recognition identifying the courses you are requesting credit.
- (B) Copy of the completion certificate for each course to be reviewed.
- (C) The application fee. This is a one-time fee regardless of the number of courses involved.

(2) EVALUATION

- (A) CFSTES reviews the petition and course certificates.
- (B) Those courses accepted for credit are identified on the Course Recognition Record and a copy returned to the applicant.
- (C) This Course Recognition Record will only reflect the older courses that were granted recognition credit. All other results for currently accredited courses that have been completed are on file at the State Fire Marshal's Office and will not be included on the Course Recognition Record.
- (D) Applicant's training file is updated for each class receiving credit.
- (E) If none of the courses submitted for review are eligible for credit, a partial refund will be processed. Since the certification system is a totally self-funded program, a fee must be retained for the review process.

## CROSS REFERENCE FOR ACCREDITED COURSE TITLES

## (a) OVERVIEW

As the Certification System comes of age, changes are necessary to make things easier to understand (at least we hope that's the result)!

In a proposal made by the OFCA Training and Education Committee to amend the certification chart, it was suggested to renumber the required courses to match the levels of certification.

For example, Fire Prevention Officer I certification requires three courses: Fire Prevention 1A, 1B, and 2. By changing "2" to "1C," all the courses for the first level of Fire Prevention Officer will now be identified with a "1."

The same would hold true for subsequent certification levels. Courses for Level II certification will be identified by a "2," Level III by a "3," etc.

- (b) Effective September 1, 1984, the numbers for all certification courses were adjusted. We do not anticipate any changes in these number designations in the foreseeable future.

<u>Subject</u>	<u>New Title</u>	<u>Old Title</u>
Prevention	Fire Prevention 1A Fire Prevention 1B Fire Prevention 1C Fire Prevention 2A Fire Prevention 2B Fire Prevention 2C Fire Prevention 3A Fire Prevention 3B	Fire Prevention 1 or I None Fire Prevention 2 or II Fire Prevention 3 or III Fire Prevention 4 or IV Fire Prevention 5 or V Fire Prevention 6 or VI Fire Prevention 7 or VII
Public Education	Public Education 1  Public Education 2A Public Education 2B	Public Education 1 or I Public Education 2 or II Public Education 3 or III Public Education 4 or IV
Investigation	Fire Investigation 1A Fire Investigation 1B Fire Investigation 2A Fire Investigation 2B	Fire Investigation 1 or I Fire Investigation 2 or II Fire Investigation 3 or III Fire Investigation 4 or IV

<u>Subject</u>	<u>New Title</u>	<u>Old Title</u>
Management	Fire Management 1 Fire Management 2A Fire Management 2B Fire Management 2C Fire Management 2D Fire Management 2E Fire Management 3A  Fire Management 3B	Fire Management 1 or I Fire Management 2 or II Fire Service Finance Computers in the Fire Service Fire Management 4 or IV Fire Management 3 or III Fire Management 5 or V Fire Management 6 or VI Fire Management 7 or VII
Command	Fire Command 1A Fire Command 1B Fire Command 2A  Fire Command 2B Fire Command 2C Fire Command 2D  Fire Command 2E	Fire Command 1 or I (after 1978) None Fire Command 1 or I (through 1978) Fire Command 2 or II (after 1978) None Fire Command 3 or III Fire Command 2 or II (through 1978) Fire Command 4 or IV Fire Command 5 or V
Instructor	Fire Instructor 1A Fire Instructor 1B Fire Instructor 2A Fire Instructor 2B Fire Instructor 2C Fire Instructor 3	Fire Instructor I or IA Fire Instructor II or IB Fire Instructor 3 or III Fire Instructor 4 or IV None Master Instructor

# CERTIFICATION CREDIT FOR EQUIVALENT COURSES

## (a) OVERVIEW

Credit for certification has two components. First, complete the training; second, pass the certification exam with a minimum 70% score. Attendance of an accredited course (or its equivalent) is mandatory prior to taking the certification exam.

Two agencies, the National Fire Academy in Emmitsburg, Maryland and the CDF Fire Academy in Ione, California offer similar courses and are recognized by CFSTES.

## (b) NATIONAL FIRE ACADEMY EQUIVALENT COURSES

The following courses taken at the National Fire Academy are considered equivalent to CFSTES courses, and allow the student to take the certification exam without having to repeat a similar course from CFSTES. Payment of the current registration fee is required to take each exam.

<u>NFA Course</u>	<u>CFSTES Equivalent</u>
(R234) Chemistry of Hazardous Materials . . . . .	Hazardous Materials 1A
(R301) Command & Control of Initial Operations . . . . .	Fire Command 1A
(R304) Command & Control of Fire Dept Major Operations . . .	Fire Command 2A
(R308) Command & Control of Fire Dept Operations at Catastrophic Disasters . . . . .	Fire Command 2D
(R205) Fire Arson Investigation . . . . .	Fire Investigation 1A & 1B
(R123) Fire Executive Development . . . . .	Fire Management 2A & 2E
(R221) Fire Prevention Specialist I . . . . .	Fire Prevention 1A & 1B
(R222) Fire Prevention Specialist II . . . . .	Fire Prevention 2A
(R333) Fire Service Financial Management . . . . .	Fire Management 2B
(R113) Fire Service Instructional Methodology . . . . .	Fire Instructor 1A & 1B
(R106) Fire Service Leadership/Communications . . . . .	Fire Management 1
(R332) Interpersonal Dynamics in Fire Service Organizations . . . . .	Fire Management 2A
(R115) Introduction to Fire Safety Education . . . . .	Public Education 1
(R102) Plan Review for Inspectors . . . . .	Fire Prevention 3B
(R125) Strategic Analysis of Executive Leadership . . . . .	Fire Management 2A
(R306) Strategic Analysis of Fire Dept Operations . . . . .	Fire Command 2A & 2B
(R500) Use of Microcomputers for Fire Service Management . . . . .	Fire Management 2C

## (c) TO RECEIVE EQUIVALENT COURSE CREDIT

- (1) Submit a letter requesting equivalent credit and a copy of the NFA course completion certificate. Transcripts are not acceptable.
- (2) The request will be reviewed by CFSTES and notification of course equivalency will be returned. Instructions for scheduling the exam and paying the registration fees will also be included.

(d) CDF FIRE ACADEMY EQUIVALENT COURSES

The following courses taken at the CDF Academy in lone are considered equivalent to CFSTES courses. However, receiving credit for these courses does not require taking the certification exam. Payment of the current registration fee is required to receive certification credit.

CDF Course	CFSTES Equivalent
Basic Fire Fighter	Fire Fighter I
Basic Fire Control (after 12/21/73)	Fire Fighter I
and	Driver/Operator I
Basic Fire Control (after 06/19/87)	Fire Fighter I
and	Driver/Operator I
and	Fire Investigation 1A
Fire Investigation I or IA	Fire Investigation 1A
Fire Investigation II or IB	Fire Investigation 1B
Fire Investigation III or IIA	Fire Investigation 2A
Fire Investigation IV or IIB	Fire Investigation 2B
Fire Management II (through 1988)	Fire Command 2E
Fire Prevention Education	Public Education 1
Incident Management II (from 1989)	Fire Command 2E
Management Development I	Fire Management 1
Techniques of Supervision A	Fire Management 1
Techniques of Supervision B	Fire Management 2A

(e) TO RECEIVE EQUIVALENT COURSE CREDIT

- (1) Submit a letter requesting equivalent credit and a copy of the CDF Academy course completion certificate. Transcripts or county issued certificates are not acceptable.
- (2) Submit payment of the current registration fee for each equivalent course.
- (3) The request will be reviewed by CFSTES and notification of course equivalency will be returned. Student records will be updated to reflect certification credit for courses granted equivalent credit.